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ABSTRACT

The catalogue annotates all materials which are available for loan from the Career Services and Industrial Arts Instructional Materials Laboratory in the Vocational Education and Community Colleges Division of the Alabama State Department of Education. Section 1 annotates listings for over 200 books, on career education and career guidance. Section 2 lists 69 titles of books contained in two series of works designed to describe all the major career options open to young people. Section 3 lists for grades 1-12 several hundred units of study in careers for the various subject fields developed by teachers in Alabama and Cobb County, Georgia. Section 4 cites nearly 100 books which cover the various industrial arts subjects. Section 5 lists three special need books and one series of 45 academic skills titles. Section 6 cites approximately 70 position papers and monographs which deal with various aspects of career education. Section 7 lists 11 career education journals. Section 8 describes 15 career films and one series of 44 films on specific occupations. Section 9 lists approximately 40 career filmstrips. Section 10 describes 32 multi-media kits, and section 11 describes five slide kits. (JR)

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MATERIALS CATALOGUE

CAREER SERVICES
INDUSTRIAL ARTS

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VOCATIONAL EDUCATION
& COMMUNITY COLLEGES
STATE DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA 36130

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CAREER SERVICES & INDUSTRIAL ARTS

MATERIALS CATALOGUE

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FOREWARD

In March 1972 an interdivisional State Department of Education committee was appointed by the State Superintendent of Education to develop plans for the implementation of Career Education in Alabama. The committee realized that if the concepts inherent in the words "career education" were fused into the total school curriculum the result would be relevant instruction for all pupils in all grade levels. This committee representing every division of the State Department of Education developed the following position statement on career education:

> *Career education is a comprehensive educational approach to the preparation of the citizenry for living as fulfilled human beings in a predominately technical, specialized society.*

Career education should begin in grade one or earlier and continue throughout the productive life of the individual.

The concept of developmental career education dictates the necessity for a total educational program which is relevant to the world of work in elementary students, exploratory experiences for junior high students, and for senior high students, knowledges and skills necessary to pursue further education or to become employed.

It is not conceived to replace or be in addition to any educational programs in existance. It is intended, however, to make educational subject matter more meaningful and relevant to an individual through restructuring and focusing concepts around a career development theme.

From the inception of career education in Alabama, until September of 1974, activities concerning implementation were coordinated through an Appalachian Career Education staff. Under the auspices of the Vocational Education and Community Colleges Division of the Alabama State Department of Education.

In October, 1974 a new unit dubbed Career Services and Industrial Arts was assigned direct responsibility at the state level for program development and supervision of Vocational Guidance and Placement (now termed Career Guidance), Special Needs Education, Industrial Arts and divisional activities related to Career Education. These areas are drawn together under one umbrella in an effort to coordinate and make more effective the contribution of each to the overall program. Career Guidance is a fundamental component of career education and it has many of the same goals and objectives. Industrial Arts is a necessary component to complete exploratory experiences.

INTRODUCTION

A Career Services and Industrial Arts Instructional Materials Laboratory has been established in the Vocational Education and Community Colleges Division of the Alabama State Department of Education. This Laboratory is to serve as a vehicle for teachers (pre-school through post-secondary) incorporating career education, career guidance and industrial arts into their curriculum.

This catalogue lists and describes all materials which are on a loan basis. Materials consist of films, filmstrips, cassettes, slides, records, posters, books, monographs, position papers, games, student workbooks, teacher units, and instructional kits. The following code has been developed for utilization of all materials.

K - Kindergarten
El - Elementary grades
J.H. - Junior high or middle grades
Sec. - secondary or senior high grades
A - Adult
L.A. - language arts (english, foreigh languages, speech)
F.A. - fine arts (music, art, drama)
Ma. - Math
S.S. - social studies
Sci. - Science
P.E. - Physical education
H. - history
H.E. - home economics
Voc. Ed. - vocational education (agribusiness, business and office education, distributive education, trade and industrial education and other subjects pertaining to vocational training)
H.S. - health and safety

Please keep this catalogue as it will be updated with semi-annual supplements only.

Listed below are policies which have been established for requests and utilization of materials. Sample cards for requests appear on pages and . However, requests may be made by letter stating title, kind of material, and proposed date of utilization.

POLICIES

1. The loan period for materials is two (2) weeks with a one (1) week renewal.

2. All materials will be mailed to borrowers prepaid. All materials are to be returned to the Career Services office prepaid. Large instructional kits which cannot be mailed may be picked up and returned to the Laboratory in Room 815, State Office Building, Montgomery, Alabama

3. The Laboratory is open Monday through Friday, (except holidays) 8:00 am until 5:00 pm.

4. All materials are booked in the order in which requests are received. If possible requests should be received in the Career Services Office 30 days in advance.

5. All requests must specify a definite utilization date.

6. Substitutions to requests are not made unless request indicates that alternates are acceptable.

7. Please fill out and return the audience use card enclosed in each film or filmstrip used.

8. Report all film damage directly to the Career Services Office.

9. Only one (1) copy of any one (1) title of an instructional unit will be mailed to any one (1) person.

10. The Alabama Department of Education, Career Services Office of the Vocational Education and Community Colleges Division reserves the right to recall any materials not returned on time.

Sample cards developed and used by State Department Instructional Resource Center for circulation of materials.

REQUEST FOR MATERIALS

_____
Date

TITLE OF MATERIAL: _____

__ 16 mm film	__ Sound filmstrip
__ Transparency	__ Instructional Kit
__ Slide (set)	__ Career Tapes
__ Recording	__ Book
__ Instructional Units	__ Professional Material

Date wanted: _____ to _____
Alternate Dates: 1) _____ to _____
2) _____ to _____
Name of person requesting material: _____
Address of Person Requesting Material: _____
_____
Position Held: _____
School System: _____ County: _____
Address of School: _____
_____

Card No. 1

Counselors, administrators and teachers in LEAs are furnished ample supplies of Card No. 1 (self addressed) for requesting Career Education materials from the State Career Services loan library.

_____ of _____ School
(name) (name)

was mailed the

_ 16 mm film	_ Career tapes
_ Transparency	_ Instructional kits
_ Recording	_ Slides (sets)
_ Professional materials	_ Books
_ Instructional Units	_ Sound Filmstrips

_____
(Title)

on _____
(date)

Card No. 2

When teacher requests on Card No. 1 are filled, Card No. 2 is mailed to counselors within the same school. This record serves to inform career counselors as to which teachers are implementing Career Education and what materials are being utilized.

Sample cards developed and used by State Department Career Services Instructional Materials Resource Center for circulation of materials

PLEASE SUPPLY THE FOLLOWING
INFORMATION ABOUT THE USE OF THIS FILM

1. No. times film was shown_____
2. No. students viewing film_____ _____ _____
   K-3 4-6 7-9
   _____ _____ _____
   10-12 Post. Sec. Adult
3. No. of schools in system using film_____
4. Name of school(s) using film_____
5. Was film in good condition when you received it? _____ _____
   yes no
6. Does film need any repair _____ _____
   yes no
7. Give a brief comment about film._____
   _____
   _____
8. Title of Film: _____

Card No. 3

Card No. 3 is enclosed with 16 mm films, filmstrips and multi-media kits to be completed and returned to State office for compiling data.

Please forward to: _____
(name)

_____
_____
_____
(address)

the _ Books
_ Transparencies
_ Professional Material
_ Recordings
_ 16 mm film
_ Instructional kits
_ Sound filmstrips
_ Career tapes
_ Slides (sets)
_ Instructional Units

_____
(Title)

Thank you,
Career Services Office
State Dept. Education

Card No. 4

To expedite use of materials Card No. 4 is sent to present user of specified material, itemized on card, with the request that user transfer said material to person designated. A copy is returned to State office.

CAREER EDUCATION AND CAREER GUIDANCE

Adult Basic Education Service of Alabama Department of Education and Auburn University Adult and Vocational Education Department. *Career Education for Adults*. Auburn University Printing Service. Auburn, Alabama. 1975. (A).

APL tasks and instructional modules based on adult performance level studies. Four volumes.

Alabama Department of Industrial Relations Research and Statistics Division. *Alabama's Interim Manpower Projections for 1980*. (A). State of Alabama Department of Industrial Relations. Montgomery, Alabama, August 1974.

Statewide data and statistical analysis of Alabama's employment by industry and occupation 1970, estimated 1975 and 1976. and projected for 1980.

Alabama Department of Industrial Relations. *Alabama Job Guide for Young Workers*. Research and Statistics Division. State of Alabama, 1970-71 edition (J.H.-A).

Emphasis is placed on every young student continuing his education beyond high school. Every two and four year institution is listed with pertinent information about each. In addition trade schools and their offerings are discussed with job characteristics.

Allen, Betty & Mitchell Briggs. *Mind Your Manners*. J. B. Lippincott Company, c. 1971 (J.H.-Sec).

This book is written for the high school or older teenage level and is intended as a guide to a happier more confident way of living. Includes etiquette, manners, courtesy, good taste and harmonious and constructive living in general.

American Institutes of Research. *Career Education: An Annotated Bibliography for Teachers and Curriculum Developers*. AIR. Palo Alto, California. c. 1973 (A).

A review of selected literature designed to assist teachers and curriculum developers in the more practical implementation in their respective school systems.

American Medical Association. *Horizons Unlimited*. c. 1972 (Sec-A)

This book emphasizes the importance of a career in Medicine and presents the student with information on the types of medical careers and gives answers to questions on how to choose the right college of Arts and Sciences, getting into medical school and financing a Medical Education. Also included are careers allied to medicine including, careers in rehabilitation, medical social work, medical technology, radiologic and echnology and nursing.

Arnold, Walter M., Sidney, Howard, Ed. *Career Opportunities for Technicians and Specialists-Agricultural, Forestry, and Oceanographic Technicians;* J. G. Ferguson Publishing Co. Chicago, Ill. 1969 (J.H.-A).

A guidance approach to these occupations. Gives the historical and progressive changes occuring in these occupations. Gives a listing of occupations within these large classifications.

Arnold, Walter M., Ed *Career Opportunities for Technicians and Specialists Community Service and Related Specialists.* J. G. Ferguson Pub. Co., Chicago, Ill. c 1970 (J.H.-A).

The Career Guidance book with emphasis on the great amount of change taking place within many of these occupations.

Arnold, Walter M., Wiggs, Garland D.; Ed. *Career Opportunities for Technicians and Specialists-Marketing, Business and Office Specialists.* J.G. Ferguson Publishing Company, Chicago, Ill. c. 1970 (J.H.-A).

This is a career book - a book in which you will find information on a wide spectrum of current job and educational opportunities available throughout the nation.

Arnspiger, V. Clyde, James Brill, and W. Ray Ruker. *Our Values, the Human Values Series.* Teacher's Edition. Steck-Vaughn Company. Texas. C.1969. (A)

The series is based upon the conclusion that the most influential factor in the development of an individual's intellectual potential involves his attaining realistic self-esteem and the respect of others in his attempts to satisfy his needs and wants. The heart of the series is a study of the shaping and shaping of human values which each person seeks in the social process. The eight vital human values that are discussed include respect, power, wealth, enlightenment, skill, well-geing, rectitude, and affection.

Arnspiger, V. Clyde, James A. Brill, and W. Ray Rucker. *Values to Learn, the Human Values Series.* Teacher's Edition. Steck-Vaughn Company, Texas. 1967 (A).

The purpose of this book is to make it possible for each child to achieve his highest potential in developing his creative and productive capacities. The philosophy of the book is based on the goals of a democratic society.

Arnspiger, V. Clyde; Brill, James A.; Rucker, W.Ray. *Values to Share, Human Value Series.* Teacher's Edition. Steck-Vaugh Co., Austin, Texas. 1967 (A).

The purpose of this book is to make it possible for each child to achieve his highest potential in developing his creative and productive capacities. The eight value categories stressed include respect, power, wealth, enlightenment, skill, well-being, rectitude, and affection.

Atherton, J. C.; Mumphrey, Anthony. *Essential Aspects of Career Planning and Development.* The Interstate Printers and Publishers, Inc., Danville, Ill. 1969 (Sec.-A)

This book emphasizes the importance of timely and realistic career planning and development. Guidelines are presented on career planning and development.

Baer, Max F. and Edward C. Roeber. *Occupational Information: The Dynamics of Its Nature and Use.* 3rd ed. Chicago: Science Research Associates, Inc., 1964 (A).

An introduction to occupational experience in career development is presented. Brief presentations of the world of work, the labor force, and the world of education are included. This major portion of this book includes kinds of available occupational literature, information describing occupations, different sources of occupational information and uses of such information.

Bailey, Larry J. and Ronald W. Stadt. *Career Education: New Approaches to Human Development.* Department of Occupational Education, Southern Illinois University. c. 1974 (A).

Career Education exponents can now have a text which refocuses the elementary and secondary school curriculum with career development and career education as its central theme. The prime objective of this completely new book is to support the implementation of a valid approach to human development in the American Education System.

The content of the book is a digest of individual and group philosophies, research and recommendations. It provides a knowledge base for the reader concerning the evolution and implementation of a systematic career development and education model which facilitates human development, tentative selection and the realization of careers that lead to the achievement of individual life-style attitudes and environments.

Berg, Ivar, *Education and Jobs: The Great Training Robbery.* Praeger Publishers, New York, Washington, London, 1972 (Sec.-A)

The forward is written by Eli Ginzberg."Social Costs" and "Social Returns" attending education are treated with a historical base and research findings about jobs.

Berndt, William; Pritchard, David. *The National Guidance Handbook: A Guide to Vocational Education Programs.* Science Research Associates, Inc., Chicago, 1975 (A).

This handbook is designed primarily for student use. It contains facts about 146 vocational education programs offered in high schools and post secondary schools. This may be used in conjunction with the Occupational Outlook Handbook.

Bete, Channing L. *Career Education-Career Exploration Mini-Units.* Bete Co. Inc., Greenfield, Mass. 1974 (Ele-Sec).

Scriptographic learning units designed to attract students attention (Paperback). *Who's Who in a Hospital; Occupational Therapy; Nurses Wanted; About Getting a Job; How to Choose a College; After High School, What?; Going to Get Married; How to Finance College.*

Blanchette, Zelda Beth,; Arnspiger, V. Clyde; Brill, James A.; Rucker, W. Ray. *Myself;* Steck-Vaughn Co., Austin, Texas. 1970 (J.H.-A).

The Human Values Series. for the realization of human worth and dignity in theory and in fact.

Blanchette, Zelda Beth; Arnspiger, V. Clyde; Brill, James A.; Rucker, W.Ray *Myself and Others;* Steck-Vaughn Co., Austin, Texas 1970 (J.H.-A)

This book is one of the human value series. The series is based upon the conclusion that the most influential factor in the development of an individual's intellectual potential involves his attaining realistic self-esteem and the respect of others in his attempts to satisfy his needs and wants.

Bleich, Alan R. *Your Career in Medicine,* Julian Messner, New York, 1966 (J.H.-A).

This book is for those considering medicine as a career. It includes educational requirements, expenses and training needed to produce today's doctor and the endless opportunities open to the medical graduate.

Brisbane, Holly E. *The Developing Child;* Charles A. Bennett Pub. Co., Inc. Peoria, Ill. 1971 (A).

The major aim of this book is to focus thought on children for students and other young people. Also to help adolescents in their preparation for parenthood. This 470 page book is arranged in six teaching units.

Campbell, Robert E. and Louise Vetter. *Career Guidance: An Overview of Alternative Approaches.* Columbus, Ohio: The Ohio State University Center for Vocational and Technical Education, August, 1971 (A).

This publication provides a reference for practitioners seeking to ascertain alternative delivery systems by which career development may be accomplished. This look at alternative approaches for career guidance is to aid counselors and teachers in the development and diffusion of career guidance systems.

Chambers, Dorothy. *EPIC Career Education Curriculum Component.* Birmingham, Board of Education. Birmingham, Alabama 1973. (A).

Descriptive analysis of Birmingham City Schools philosophy concepts and objectives for a comprehensive career education program.

Clayton, Nanalee. *Young Living.* Charles A. Bennett Company, Inc. Illinois. c. 1970 (J.H.-Sec).

A course in home and family living that is written for the problems of the early teen years and helps teens prepare for homemaking courses that follow. The real-life, rather than fictional, approach gives the student a feeling of immediate participation as an individual and as a member of the family, and develops the right attitude toward sharing the responsibilities as well as the pleasures of the home.

Cockrum, Logan and Winn Albert C. *Where Do I Go From Here?* SRA, Chicago, Ill. c. 1972 (Sec).

Activity texts suitable for grades 9-12 designed to help young people plan careers according to biblical doctrine of vocation.

Community Helpers and Their Work Series. Fourteen books published by G.P. Putnam's Sons. New York, 1959 (Ele-J.H.)

Buchheimer, *Let's Go to a Bakery*

Buchheimer, *Let's Go to a Firehouse*

Buchheimer. *Let's Go to the Library.*

Buchheimer. *Let's Go to a Post Office*

Buchheimer. *Let's Go to the Telephone Company*

Chapman. *Let's Go to a Supermarket*

Green. *Let's Go to a Steel Mill*

Lazarus. *Let's Go to a Clothing Factory.*

Sootin. *Let's Go to a Bank*

Sootin. *Let's Go to a Farm*

Sootin. *Let's Go to a Newspaper*

Sootin. *Let's Go to a Police Station*

Wolfe. *Let's Go to a City Hall.*

Wolfe. *Let's Go to a Weather Station.*

Cosgrove, Marjorie C. and Josey, Mary I. *About You.* SRA Chicago, Ill. c. 1970 (Sec).
For grades 9-12 to help students better understand themselves and others and develop a solid foundation for life.

Craig, Hazel Thompson. *Thresholds to Adult Living.* Charles A. Bennett Pub. Co., Inc. Illinois. c. 1969 (Sec.-A).
This book has several objectives including helping students establish goals, improve personality and personal appearance, understand nutrition and basic meal planning, use leisure time constructively, know correct manners, understand family relationships. The purpose is to help the student become a responsible adult who makes wise decisions in his daily living. Teacher's guide.

Darby, Edwin. *It All Adds Up: The Growth of Victor.* Victor Comptometer Corporation., U.S.A., 1968 (Sec-A).
A 236 page book designed to record the growth on progress of this company. It's use is suggested for corporate offices and students of business

Davenport, Lawrence and Reginald Petty. *Minorities and Career Education.* Columbus, Ohio: ECCA Publication, 1973 (A).
Needed changes in patterns of counselor education are discussed in the first part of this publication. Then attention is concentrated on changes required for the performance of minorities on the job.

Denues, Celia. *Career Perspective: Your Choice of Work;* Educational Properties, Inc., California. c. 1974 (A).
Prepared for the high school and post-secondary student, Career Perspective is a guide to the process of self-analysis and evaluation, a direction for the task of scrutinizing the world of work, and a set of clues for making career decisions.
Writing to the concerns of young people, the author outlines the choices before them in a rapidly changing employment picture, diccusses the ways people make choices, suggests how to make personal choices. Throughout the book the emphasis is on self-understanding and fulfillment as an individual.

Dietz, Betty Warner, *You Can Work in the Communications Industry;* The John Day Company, N.Y. - 1968 (Ele-Sec).
This book contains occupational information concerning the communications industry and the various media.

Dietz, Betty Warner, *You Can Work in the Education Services.* The John Day Company, N.Y., 1968 (Ele-Sec).
This gives a projection of the number of workers needed in the education service jobs by 1975. This group includes office, maintenance food, professional personnel and their helpers.

Essays on Career Education. Northwest Regional Education Laboratory. Portland, Oregon. c. 1973 (A).

Focus is placed on the decision making aspect and the development of decisions throughout life. The goal of Career Education is to enable every person to make informed choices as he develops his own career.

Evans, Rupert; Kenneth Hoyt and Garth Mangum. *Career Education in the Middle/Junior High School.* Utah, Olympus Pub. Co. c. 1974 (A).

Authors examine ways in which teachers may help students explore possible career roles. Ways in which career education can be implemented through in-service training and business education cooperate are discussed.

Evans, Everett F. and Roy L. Donahue. *Exploring Agriculture - An Introduction to Food and Agriculture.* Prentice-Hall, Inc. New Jersey. c. 1969 (JH-A)

This book is primarily for the study of general agriculture and is also the reliable source of information for anyone who wants to know more about farm life. Includes information on job opportunities in agriculture across the nation, farm management, farm animals, various crops, and water and soil conservation.

Evans, Rupert N. and Terry, David R. *The Changing Role of Vocational Teacher Education.* McKnight Pub. Co., Bloomington, Ill. 1971, (A).

The assumptions underlying preservice and inservice programs for beginning level vocational teacher education programs, and critique of manpower projections for instructional staff in vocational education.

Ewen, Dale; Nelson, Robert C.; Pickard, Orren T. and Paul N. Thompson. *Mathematics for Career Education.* Charles E. Merrill Publishing Company, Columbus, Ohio. c. 1972 (Sec).

This book is for the great majority of high school students who need and are interested in practical mathematics and are not prepared for algebra and geometry. It guides the student to a mathematical competence that will be helpful in many careers and the topics presented also serve as a valuable introduction to the mathematics needed in technical schools and community colleges.

Ewen, Dale; Nelson, Robert C.; Pickard, Orren T. and Paul N. Thompson. *Teacher's Guide for Mathematics for Career Education.* Charles E. Merrill Publishing Company. Columbus, Ohio. c. 1972 (A).

This guide helps the teacher guide the student to a mathematical competence that will be helpful in many careers. The authors have found the book and guide effective when used as individualized instruction where the student proceeds at his own pace.

Field Enterprises Educational Corp. *Childcraft: The How and Why Library.* Field Enterprises Educational Corp. Chicago, Ill. 1973 edition. (Ele).

Fifteen volumes of children's literature related to Fairy tales, poetry, folklore, fables, animals, science, occupations, art, handicrafts, psychology and child development.

Fleck, Henrietta and Louise Fernandez. *Exploring Home and Family Living;* Prentice-Hall, Inc. New Jersey, c. 1971. (J.H.-A).

The objective of this text in general homemaking is to give students a clear understanding of the responsibilities of family living and the relation this bears to society. Includes topics concerning family relationships, meal management, children, personal appearance and personal development. Teacher's Guide included.

Dietz, Betty Warner, *You Can Work in the Health Services;* The John Day Company, N.Y., c. 1968 (Ele-Sec).

This book tells of the need for work in the various health occupations. This field includes doctors, nursing, medical technology, radiologic technology, laboratory services, rehabilitation health education.

Dietz, Betty Warner, *You Can Work in the Transportation Industry.* The John Day Company, N.Y., 1969 (Ele-Sec).

This book covers many of the transportation occupations. Air, land, and sea, with information on occupational outlook for the future.

Distributive Education Service, Alabama Department of Eductation. *Implementing Career Guidance,* Alabama State Department of Education Vocational Education and Community College Division. 1973, (A).

A guide designed for 9th-10th grades of career guidance. This is not a complete instrument within itself but is used to give the teacher direction and resource references.

Dubnick, Phyllis. *A Job for You.* Steck-Vaughn Company, Texas. c. 1967 (Sec-A).

This book was written to help you locate and take advantage of the job opportunities available to you. The practical reading material provides sound advice on how to apply for a job and how to get along successfully on the job.

Duckat, Walter, *A Guide To Professional Careers;* Julian Messner, N.Y., 1970 (Sec.-A).

This book gives a listing of various professions, requirements, admission requirements and costs.

Drier, Harry N. *Career Development Resources: A Guide to Audiovisual and Printed Materials, K-12.* Center for Vocational and Technical Education, Ohio State University, Columbus Ohio. c. 1974 (A).

Over 2000 up-to-date and valid films, filmstrips, records, tapes, kits games, books, and other printed materials are described and grouped by grade level and career education concepts. These have been selected by counselors and teachers to meet learning objectives in three areas of career education: Self-understanding, The World of Work, and Career Planning and Preparation.

Drier, Harry N. *K-12 Guide for Integrating Career Development into Local Curriculum.* The Ohio State University and Associates. c. 1972 (A).

This guide for the integration of Career Development into local curriculum has been developed for teachers, counselors, and administrators. Widely tested and used for the purpose of setting up career development programs in elementary, junior, and senior high schools.

Dugger, William E., Ressler, Ralph and others. *Clusters Approach to Career Education: A Rationale and Structure for a World of Choice, Careers and You.* Project at Virginia Polytechnic Institute sponsored by Virginia State Department of Education. Blacksburg, Virginia, 1975.(A).

The nature of orientation experience; structuring of the career orientation experience; examination of the clusters approach and the selection and organization of learning experiences and consequent development of course materials for "A World of Choice-Careers and You" are outlined for the middle or junior high school.

Forrester, Gertrude. *Occupational Literature: An Annotated Bibliography* 1971 ed. New York: The H.W. Wilson Company (A).

The main section lists approximately 4,500 pamphlets and 1,500 books alphabetically arranged by occupations, with brief annotations. Other sections of the book include relevant information on such topics as: schools and colleges, foreign study, apprenticeship, legislation and social security, occupations for the handicapped, and professional counseling services.

Goble, Dorothy Y. *You and Your Money;* Steck-Vaughn Company, Austin Texas, 1967. (J.H.-A).

This is a 53 page booklet which contains five chapters on suggested management of money. Vocabulary words are listed in each chapter.

Goldberg, Herman R. and Brumber, Winifred T. *The Job Ahead.* SRA, Chicago, Ill. 1973. (J.H.-Sec.).

High interest, low level reading and information about the working world for nonacademic students. Text printed for reading levels 2-5.

Gorman, Anna M. and Clark, Joseph F. *Implications of Career Education for Teachers' Preparation.* Center for Vocational and Technical Education. Ohio State University, c. 1973 (A).

Proceedings of sixth annual national vocational technical teacher education seminar. Topics discussed are: 1.) Rationale for Career education; 2.) Implications for professional personnel; 3.) Occupational clustering

Gregg/McGraw Hill Advisory Committee. *Program Planning Guide for Distributive Education.* McGraw Hill, Atlanta, Ga., c. 1972. (A).

A visual overview of the D.E. Program relating jobs and occupational clusters with modules or units of instruction.

Gregg/McGraw Hill Advisory Committee. *Program Planning Guide for Health Occupations Education.* McGraw Hill Atlanta, Ga., c1972 (A).

Guide designed to accompany the matrix and flowchart for health occupations education and provide instructors with a convenient synopsis for each training program.

Gregg/McGraw Hill Advisory Committee. *Program Planning Guide for Trade and Industrial Education.* Gregg/McGraw Hill, Atlanta, Ga. c. 1972. (A).

Complete with planning guide matrix and flowchart for planning trade and industrial arts programs.

Gysbers, Norman C.; Drier, Harry N. and Moore, Earl J. *Career Guidance: Practice and Perspective.* Center for Vocational and Technical Education, Ohio State University, c.1974.(A).

The best of contemporary writings about career guidance are presented effectively in this book. The editors have carefully selected articles, papers and original materials which show the changing attitudes toward career guidance and the changing role of the guidance counselor in integrating career education concepts into the total school program.

Health Occupations Education Service, Alabama Department of Education. *Health Career Discovery, Choice, and Development Through Exploration.* Alabama State Department of Education Vocational Education and Community Colleges Division, 1974. (A).

A module prepared to assist teachers in planning and teaching high school students who are interested and mentally capable of pursuing a health career.

Hopke, William E. ed. *Encyclopedia of Career and Vocational Guidance,* Ferguerson Pub. Co., Chicago, Ill. c. 1972. Vol. I & II, (Sec-A).

Two volume set of careers and vocational guidance. Covers 31 major career fields and over 650 individual occupations.

Hoyt, Kenneth B.; Pinson, Nancy M.; Larramore, Darryl; Mangum, Garth. *Career Education and The Elementary School Teacher.* Olympus Pub. Co., Utah c. 1974. (A).

This book provides a foundation for all teachers who understand necessity of helping students become aware of the world of work. It is concerned with work values, wide range of career opportunities, and flexibility of multiple careers during a lifetime.

Hoyt, Kenneth B.; and Hebeler, Jean R. *Career Education for Gifted and Talented Students.* Utah. Olympus Pub. Co. c. 1974.(A).

Editors insist that gifted and talented students are not overlooked. Five sections dealing with current status of CE for gifted and talented, value considerations, future of work characteristics for gifted, and organization and administration of programs for these students.

Hoyt, Kenneth B., Evans, Mackin and Mangum; *Career Education: What It Is and How To Do It;* Olympus Pub. Co., c. 1972. (A).

Career Education: What It Is and How To Do It deals with these basic concepts, providing the philosophic and historic background for understanding what career education is, why it is needed, and how it developed. In addition, the authors tell readers how a program can be implemented within a school system, from the first contacts with school boards and departments to the necessary in-service training procedures.

Isaacson, Lee E. *Career Information in Counseling and Teaching.* 2nd ed. Boston: Allyn and Bacon, Inc., 1971. (A).

Emphasis is placed on the fact that the work of the counselor is more effective when it is supplemented by that of the classroom teacher, the librarian, and other school staff members. The book considers how a person selects and enters the work position he fills, how his work affects him and his family and their way of life, and how the world of work is presently structured.

Johnson, Norbert; *Occupational Orientation: An Introduction to the World of Work - Teacher's Edition.* Mississippi State University, Jackson, Mississippi, 1973 (A).

This book represents a broad synthesis of resources and ideas for use in occupational orientation/career education classes.

Keily, Helen J., Walters, R.G.; *How to Find and Apply for a Job.* South-Western Publishing Co., Cincinnati, Dallas, 1960 (Sec-A).

This is an 84 page booklet designed to improve one's probabilities of getting the desired job.

Kircher, Harry B.; McNall, P.E., *Our Natural Resources.* The Interstate Printers and Publishers, Danville, Ill. c. 1970. (J.H.-A).

For those interested in the problems of conservation of our natural resources. The pollution crisis made us realize earth's vulnerability.

Landis, Judson T.; Landis, Mary G. *Personal Adjustment, Marriage and Family Living.* Prentice-Hall, Inc., Englewood Cliff, N.J., 1970.(A).

This book contains possible insights to help meet the challenge of young adulthood. The various teaching units include, understanding yourself and others, dating, looking toward marriage, when you marry and when you become a parent.

Lewis, Dora S.; Banks, Anna K.; Banks, Marie. *Teen Horizons at Home and School,* The Macmillen Company, London,c.1970 (J.H.-A).

This is a 480 page book composed of four units of teaching information. These units are: 1.) Enrich your personal relations; 2.) Improve your personal appearance; 3.) Increase your personal nutrition and 4.) Manage your personal resources.

McCaffrey, Kenneth J.; King, Elaine, ed. *College/Career Choice: Right Student, Right Time, Right Place.* The American College Testing Program - Iowa City. c. 1973 (Sec-A).

This is a listing of the proceedings of the 1972 ACT invitational conference. May 8-9, 1972 Iowa City, Iowa.

McDermott, Irene E.; Norris, Jeanne L. *Opportunities in Clothing.* Charles A. Bennett Co. Peoria, Ill, c. 1968 (Sec-A).

The aim is to prepare one for entry in the clothing field. Such areas are: fabrics; color; line and design; industrial sewing; basic clothing construction skills; fitting and alterations; retailing policies and procedures; selling techniques; and merchandising know-how.

McKinnerney, Beryl R. ed. *Student Articulation Between Secondary and Post-Secondary Education.* Texas A & M University. U.S. Superintendent of Documents. c. 1974, (A).

Articulation problems of admission, student services, assistance programs and transition management plus operational procedures and methods of implementation.

Marland, Sidney P. *Career Education: A Proposal for Reform.* McGraw-Hill Book Co. c. 1974. (A).

A proposal for reform discusses the ways in which career education seeks to make schooling more relevant for children, young people, and adults, describes its current impact on schools, colleges, vocational institutions and businesses.

Michalicek, Richard; Paradis, Claude; Pierro, Mike; Grangaard,Arne. *Career Related Math Units, Teacher's Edition.* Independent School District 281, Minneapolis, Minn. c.1971. (A).

This is a career-oriented set of units for basic high school math. This packet relates to a number of different job clusters.

Mid-Hudson Career Development and Information Center. *Vocational Development in the Elementary School.* Beacon, New York. New York State Education Department, 1970 (A).

This resource guide provides subject content, concepts, teaching techniques, related concepts, and resources for occupational activities. It is designed to foster the vocational maturation of the elementary school child. The program works from the principle that all young people will be entering the world of work.

Norris, Willa. *Occupational Information in the Elementary School.* Chicago: Science Research Associates, 1969.(A).

A book to help the classroom teacher incorporate occupational information into the traditional subject matter areas. The teacher is offered help in exploring a variety of approaches that can be used in presenting occupational information in the classroom.

Norton, Joseph L. *On the Job;* J. G. Ferguson Publishing Company, Chicago, Illinois, 1970, (Sec-A).

Things that occur on many different kinds of jobs such as, things done, people encountered, problems faced, triumphs, disappointments of drudgery and of erduring satisfactions.

Osipow, Samuel H. *Theories of Career Development.* New York: Appleton-Century-Crofts, 1968. (A).

This book describes and assesses some of the major theories of career choice and related research. Sections cover; Roe's Personality Theory of Career Choice, Holland's Career Typology Theory of Vocational Behavior, Ginzberg's Theory, psychoanalytic conceptions of career choice, and Super's Developmental Self-Concept Theory of Vocational Behavior.

Polking, Kirk. *Let's Go To See Congress at Work;* G.P. Putnam's Sons, New York, 1966, (Ele-Sec).

This book illustrates the work of a page in congress of the United States, giving the procedures of how laws are enacted.

Pope, Billy N. and Ramona Ware Emmons. *Your World,* series 1-7. Taylor Publishing Company. Texas (Ele-J.H.). c. 1971

Children's books related to community helpers and their work.

Let's Take an Airplane Trip

Let's Go to the Zoo

Let's Visit the Fire Station

Let's Go to the Supermarket

Let's Build a House.

Let's Visit a Ship

Let's Go to the Fair

Let's Take a Bus Trip

Let's Go to the Doctor's Office

Let's Visit the Policeman

Let's Visit the Post Office

Let's Visit a TV Station

Let's Visit a Farm

Let's Go to School.

Let's Go Camping.

Let's Visit the Railroad

Let's Visit the Newspaper

Let's Visit a Clothing Factory

Let's Visit a Spaceship

Let's Visit the Telephone Company

Let's Publish a Book

Let's Visit Mexico City

Let's Visit the Dairy

Let's Visit the Hospital

Let's Visit a Bank

Let's Visit an Electric Company

Let's Visit a Mining Company

Let's Visit an Oil Company

Let's Visit a Paper Mill

Let's Visit a Rubber Company

Let's Visit a Silver Company

Let's Visit a Bakery

Let's Choose a Pet

Let's Visit a Flower Shop

Let's Visit a Furniture Factory

Ressler, Ralph. *Career Education: The New Frontier.* Wadsworth Pub. Co. Belmont, California, c. 1973 (A).

Discusses what career development programs mean to both the teacher and the youngster in the average classroom and identifies the beneficial effects such programs will have on teaching and learning.

Rhodes, James. *Vocational Education and Guidance: A System for the Seventies.* Charles E. Merrill Publishing Company, Columbus, Ohio, c. 1970 (A).

A suggested system of vocational guidance and vocational education to be established at the core of the curriculum, beginning with K.

Ricker, Audrey Palm; Brisbane, Holley E. *Married Life;* Charles A. Bennett Publishing Company, Inc. Peoria Ill. c. 1970 (Sec-A).

This book is about married life, preparing for it, getting and staying married. The 540 pages covers most aspects of the marriage relationship.

Ross, Carmen F. *Personal and Vocational Relationships in Practical Nursing* J. B. Lippincott Co., c. 1975 (A).

Designed for use as a primary text in a course covering personal and vocational relationships in practical nursing, or as a supplementary text when the subject is intergrated with other nursing courses.

Russon, Allien R., *Business Behavior;* South-Western Publishing Co., Cincinnati, Dallas, 1964 (Sec-A).

The emphasis of this book is on personality for success in building an attractive, positive personality for getting the job you want.

Ryan, Charles W. *Career Education Program Volume I, Kindergarten-Grade 6* Houghton Mifflin Company, Boston, Atlanta, c. 1973 (A).

The purpose of this program is to provide every child with an opportunity for occupational exploratory activities.

Saltzman, Glenn A. *Career Education Program-Volume II, Grades 7-9* Houghton Mifflin Company, Boston, Atlanta c. 1973 (A)

This is a looseleaf notebook program of career education. This program encourages young people to consider important work attitudes, investigate the world of work and learn about important career resources which are available.

Science Research Associates. *Better Living Booklets.* SRA Chicago, Illinois. c. 1973 (A).

Series of 25 booklets offering insight into emotions, needs, outlooks, and problems of youngsters of the '70's. For teachers, parents, PTA Groups, counselors, and training programs. 48 pages each, paper, illustrated.

Understanding the Child

English and Finch. *Emotional Problems of Growing Up*

Escalona. *Understanding Hostility in Children.*

Menninger. *Self-Understanding: A First Step to Understanding Children.*

Neisser. *The Roots of Self Confidence*

Strang. *Helping Children Solve Problems*

Growth and Development

Olson and Lewellen. *How Children Grow and Develop.*

Riper. *Helping Children Talk Better*

Social Growth

Koster. *Developing Responsibility in Children*

Krug. *A Guide to Better Discipline*

Montagu. *Helping Children Develop Moral Values*

Vocational Guidance

Kuder and Paulson. *Exploring Children's Interests*

The Child and School

Goody Koontz. *Helping Children Get Along in School*

Grant. *Parents and Teachers as Partners.*

Thurstone and Byrne. *Mental Abilities of Children*

Witty. *Helping Children Read Better.*

Witty and Grotberg. *Helping the Gifted Child.*

Special Problems

Leonard and Flander. *Why Children Misbehave*

Mohr. *When Children Face Crises*

Ross. *Fears of Children*

Home and Family Life

English and Foster. *A Guide to Successful Fatherhood*

Jenkins. *A Guide to Family Living*

Kirkendall. *Helping Children Understand Sex.*

Levine, M. and L. Kirkendall. *Helping Boys and Girls Understand their Sex Roles.*

Neisser. *How to Live with Children.*

Puner. *Helping Brothers and Sisters Get Along*

Science Research Associates. *Guidance Series Booklets.* Science Research Assoc. Chicago, Ill. c. 1971 (Sec).
Set of 57 paperback booklets, 48-56 pp each. Provides vocational education, personal and social guidance for high school students.

Educational Guidance

Byrne K. and J. Byrne. *You and Your Abilities.*

Gerken. *Study Your Way Through School*

Heston. *How to Take a Test*

Rivlin. *Improve Your Learning Ability*

Spencer. *Making the Most of Your Intelligence*

Witty. *Streamline Your Reading.*

Vocational Guidance

Brochard. *School Subjects and Jobs*

Dresse. *How to Get the Job*

Feingold & List. *Finding Part Time Jobs.*

Flander. *Baby-Sitters Handbook.*

Havighurst and Diamond. *Should You Go To College?*

Packard. *Do Your Dreams Match Your Talents?*

Paulson and Kuder. *Discovering Your Real Interests*

Plummer. *College, Careers, and You.*

Sinick. *Your Personality and Your Job.*

Wolfbein and Goldstein. *Our World of Work*

Worthy. *What Employers Want.*

Personal and Social Guidance

Adams. *Looking Ahead to Marriage*

Clark. *What is Honesty?*

English and Foster. *Your Behavior Problems*

Gallagher. *You and Your Health*

Henry. *Exploring Your Personality.*

Hertz. *Where Are Your Manners?*

Jenkins and Neuman. *How to Live with Parents*

Kirkendall. *Understanding Sexuality*

Kirkendall and Osborne. *Understanding Dating Relationships*

Kirkendall. *Understanding Love.*

McCarthy. *Facts About Alcohol.* 25

Menninger. *Enjoying Leisure Time*

Menninger. *Growing Up Emotionally*

Menninger. *Making and Keeping Friends*

Menninger. *Understanding Yourself*

Salber. *Facts about Smoking and Health*

Shacter. *Getting Along with Others*

Smith, A. *What Tests can Tell You About You*

Smith, T.V. *Building Your Philosophy of Life*

Strang. *Facts about Juvenile Delinquency.*

Vogel, V. and V. *Facts about Narcotics and Dangerous Drugs*

Vogel, V. and V. *Facts about Venereal Disease.*

Weitzman. *Growing Up Socially*

Wrenn. *How to Increase Your Self-Confidence*

Zapoleon. *Girls and Their Futures.*

Science Research Associates. *Handbook of Job Facts.* SRA Chicago, Ill. c. 1972 (Sec-A)

Chart form of facts about duties, education, training, special qualifications, advancement, earnings, and outlook for 300 key jobs. Indexed to SRA Occupational briefs and WORK briefs for in-depth exploration.

Science Research Associates Guidance Department. *How To Get Into College and Stay There.* SRA, Chicago, Ill. c. 1970 (Sec-A).

Challenges students in grades 10-14 to consider carefully their plans for college; discusses academic, financial, and social aspects of college.

Science Research Associates. *Job Family Series Booklets.* SRA Chicago, Ill. c. 1972 (K-A).

Series of 20 booklets discussing common job factors to help broaden student's occupational considerations. Highly informative, easy-to-grasp description of work situations. 48 pages each, grades K-14.

Jobs in Agriculture
Jobs in Art
Jobs in Building Construction trades
Jobs in Clerical Work
Jobs in Education
Jobs in Electronic Data processing
Jobs in Engineering
Jobs in Health
Jobs in Mathematics
Jobs in Mechanical Work
Jobs in Outdoor Work
Jobs in Performing Arts
Jobs in Professional Home Economics
Jobs in Psychology
Jobs in Publishing
Jobs in Science
Jobs in Selling
Jobs in Social Work
Jobs in Technical Work
Jobs in Unusual Occupations

Science Research Associates. *Junior Guidance Series Booklets.* SRA, Chicago, Ill. c. 1973 (J.H.-Sec).

Illustrated booklets for grades 6-9 provide educational, vocational, personal and social guidance. Each 40 pages. paperback.

Educational and Vocational Guidance:

About Tests
Exploring the Work of Jobs
High School Ahead
How to Talk Better
The Job in Your Future
Make Your Study Hours Count
You Can Read Better
Your Abilities

Personal and Social Guidance:

About Brothers and Sisters
All About You
Getting Along with Parents
How To Get Along with Others
What you Should Know About Smoking and Drinking.
You're Maturing Now
Your Problems: How to Handle Them

Shapiro, Warren L. *Education for Living;* Dorrance and Co. c. 1973 (A)

A model distributive education course which provides a curriculum sufficiently structured to insure comprehensive training.

Shertzer, Bruce E. *Career Exploration and Planning.* Houghton-Mifflin Co. Boston, C.1973 (A).

Textbook and student's workbook designed to involve students in educational and occupational orientation and to explore the range and structure of occupations in this country and requirements for entering occupations.

Sorenson, Herbert; Marguerite Malm and Garlie A. Forehand. *Psychology for Living.* Webster Division, McGraw-Hill. c. 1971 (Sec-A).

This book provides a scientific background in psychology but also offers students help with personal, social, educational and vocational problems. It helps teach them how to make wise decisions and good adjustments, how to set realistic goals and work toward achieving them and how to get along well with family, friends, acquaintances, fellow student's and co-workers. Throughout the book understanding among people is stressed, as is the harm of prejudice, ignorance and distorted ideas.

Spiegier, Charles G. *What to Do After High School;* SRA Chicago, Ill. c. 1971 (Sec).

Helps non-college bound students grades 9-12 not interested in college look at their abilities, interests, achievements in relation to the world of work and their entry into it.

Spitze, Hazel Taylor; Rotz, Patricia H. *Where Does the Money Go?* Steck-Vaughn Company, Austin, Texas, c. 1969 (Sec-A).

This 94 page booklet is written and designed specifically for beginning adult students who want to improve their basic reading skills as they develop a better understanding of sound practices in money management and consumer buying.

Stadt, Ronald W., and others. *Managing Career Education Programs: A Practical, How-To-Do-It Approach.* Educational Properties, Inc. California. c. 1974 (A).

A combination of basic how-to-do-it techniques and sound management principles, this book provides a practical approach to program management.

Beginning with management by objective, it presents a series of experiences designed to sharpen the reader's expertise with program planning, leadership, motivation and communications. It clarifies the many variables influencing programs in education, and offers practical methods for better management.

Stone, Archie A. *Careers in Agribusiness and Industry.* The Interstate Printers and Publishers, Inc., Danville, Ill. 1970 (Sec-A).

This book should be helpful to students in high school and to those in the early years of college. This is not a book about farming, but rather what happens to farm products after they leave the farm. The processing of raw farm products into finished food and fiber products.

Superintendent of Documents. *Dictionary of Occupational Titles.* Three volumes U.S. Government Printing Office. Washington 1973 and 1975 ed. (Sec.-A).

Listing and descriptions of more than 25,000 occupations.

Teacher's Manual; *Pre-Vocational Orientation and Guidance Adult Basic Education* Educational Projections Corporation, Jackson, Miss. 1970 (A).

This manual is specifically designed for use with educational projections' pre-vocational program. The program consists of 80 filmstrips and 35 student manuals.

Tenneyson, W. Wesley; Soldahl, Thomas A. and Mueller, Charlotte. *The Teacher's Role in Career Development.* Minnesota Dept. of Education. APGA Washington, D.C. 1971. (A).

Methods and media for the correlation of subject matter relating to vocational development are brought into sharp focus.

Thal, Helen M. *Your Family and Its Money.* Revised edition. Houghton-Mifflin Co., Boston, C.1973. (Sec-A).

Book is intended to help students view money in the context of family living.

United States Department of Health, Education and Welfare. *Administration of Occupational Education: A Suggested Guide.* Developed by Colorado State University and California State Department of Education. U.S. Office of Education, Dept of HEW, 1973. (A).

A guide for providing administrators responsible for occupational programs at the post-high school and high school level with a systems approach to administration.

U.S. Department of Health, Education, and Welfare. *Computer-Based Vocational Guidance Systems.* Summary of papers presented at the Fourth Symposium for Systems under Development for Vocational Guidance. Washington, U.S. Government Printing Office, 1969. (A).

Problems and accomplishments related to the development of computer technology in the counseling field are the subject of this publication. Theoretical considerations of guidance systems, problems of implementation of these systems, and examinations of some of the vocational guidance systems now under development are discussed.

United States Office of Education. *Career Education: A Challenge of Our Time.* U.S. Department of Education, Department HEW/Oklahoma State University, 1973 (A).

Report of National Workshop on Career Education with"USOE's Policy Paper on Career Education" and "Career Education in 1974: A View from the Commissioner's Desk."

University of Illinois. *Journal of Aesthetic Education.* Special issue: the arts, cultural services, and career education. Volume 7, No. 4, University of Illinois Press. Oct. 1973 (A).
This special edition deals with the arts and career education discussing the rationale, the future of cultural programs and the recommendations for curriculum work.

University of Kentucky. *Surgical Technicians Guides to Curriculum Development* 7 Volumes, Curriculum Development Center Vocational Education Lexington, Kentucky. 1974 (A).
Guide No. I - Surgical technicians orientation and working relationships
Guide No. II - Medical terminology
Guide No. III - Human anatomy
Guide No. IV - Techniques and procedures for the prevention and control of infections.
Guide No. V - Related operating room nursing procedures
Guide No. VI - Operating room technical arts.
Guide No. VII - Surgical conditions and procedures.

United States Department of Labor. *Occupational Outlook Handbook. 1972-73 ed.* and 1974-75 ed. U.S. Gov't Pringing Office. Washington, D.C. (Sec-A)
Published every two years. Includes section on "tomorrow's jobs" and over 800 individual occupationsl reports grouped into related fields

Van Hoose, William H; Peters, Mildred; Leonard, George E. *The Elementary School Counselor,* Wayne State University Press, Detroit, 1970 (A)
An effort to provide a rationale and structure for the guidance and counseling service in the elementary school. Designed to help teachers, counselors and administrators understand how elementary school guidance may contribute to the total educational program.

Vocational Education and Community College Division of Alabama State Department of Education. *Career Education in Alabama; The Art of the State.* Career Education Staff Vocational Division. Department of Education Montgomery, Alabama 1973.

Vocational Education and Community College Division of Alabama State Department of Education. *Career Guidance Handbook.* Career Education Staff Vocational Division, Department of Education. Montgomery, Alabama 1973.

Warmke, Roman F.; Wyllie, Eugene D.; Sellers, Beulah E. *Consumer Decision Making;* South-western Publishing Co., Cincinnati, Dallas, 1972 (Sec-A).
This book presents "Guides to Better living" with suggested buying practices. It includes the consumer and the market, money and banking, housing and insurance.

Wernick, Walter. *Teaching for Career Development in the Elementary School: A Life-Centered Approach.* Charles A. Jones Pub. Co., c. 1973 (A).
Activities designed to help teachers plan awareness, and exploration units.

Whiteley, John M.; Resnikoff, Arthur ed. *Education Perspectives on Vocational Development.* The American Personnel and Guidance Association, Washington, D.C. 1972 (A).

This book contains various vocational development theories. Contributions are made by David V. Tiedeman, Anne Rae, Donald E. Super, and John L. Holland.

Wigglesworth, David C. *Career Education: A Reader.* Canfield Press, San Francisco, 1975 (A).

This book is divided into five sections; introduction, careers and school, career clusters, career education systems, and career education in perspective.

Wilkie, Barbara J. *Fun Things for Teaching in Career Education, Volume One: Puzzles.* American Enterprises Incorp. c. 1974. (A).

An initial volume of books to provide all teachers, academic and vocational, at all instructional levels with descriptions and examples of various puzzles and how they may be used to make learning fun.

Willingham, Warren W.; Ferrin, Richard I.; Begle, Elsie P. *Career Guidance in Secondary Education.* College Entrance Examination Board, New York, 1972 (A).

This 66 page booklet speaks to many of the discussions of today covering career education. The purpose of this report is to provide a systematic review of recent developments in secondary school guidance.

Wurman, Richard, ed. *Yellow Pages of Learning Resources.* M.I.T. Press. Cambridge, Mass. c. 1972 (A).

Guide for teachers in grades K-9, is modeled on the telephone directory yellow pages format. Its purpose is to show how the city can be used as a learning resource.

Wysong, Eugene H. *Career Education Program - Volume III, Grades 10-12* Houghton Mifflin Company, Boston, Atlanta, 1973 (A).

The purpose of this sourcebook is to provide resource materials and procedures which are useful in helping secondary students progress in their career education.

CAREER PREPARATION

This series is for the young man or woman who is looking for the right career. All of the books on the list are written by pominent men and women who are successful in their chosen fields. The series covers all the major careers in practical terms for the young man or woman who is interested in more than just a job. Arco Publishing Company, Inc. (Sec-A).

American Dietetic Assn. *Your Future as a Distitian;* c. 1971

Bibby, Dause, L. *Your Future in the Electronic Computer Field;* c. 1974.

Berg, Thomas L. D. *Your Future in Welding;* c. 1974

Boynton, Ralph E. *Your Future in Banking;* c. 1975.

Chernok, Norma B. *Your Future in Medical Assisting;* c. 1971.

Corwen, Leonard. *Your Future in Publishing;* c. 1974.

Daly, Donald F. *Your Future in Air Conditioning & Refrigeration;* c. 1974.

Davis, Sidney. *Your Future in Computer Programming;* c. 1974.

Durst, Seymour B. and Walter H. Stern. *Your Future in Real Estate;* c. 1971.

Fashion Group, Inc. *Your Future in the Beauty Business;* c. 1971.

Fashion Group, Inc. *Your Future in Fashion Design;* c. 1971.

Frost, Jane C. *Your Future in Dental Assisting;* c. 1971.

Gammage, Allen Z. *Your Future in Law Enforcement;* c. 1974.

Gelb, Lawrence M. *Your Future in Beauty Culture;* c. 1971.

Gould, Stephen. *Your Future in the Federal Government;* c. 1975.

Greer, Michael. *Your Future in Interior Design;* c. 1975.

Griswold, Ralph E. *Opportunities in Landscape Architecture;* c. 1970.

Hansburgh, David H. *Your Future in Forestry;* c. 1974.

Kalb, S. William. *Your Future as a Physician;* c. 1971.

Keefe, John E. *Your Future as an Electronic Technician;* c. 1975.

Keppler, Victor. *Your Future in Photography;* c. 1974.

Kirk, Weir Richard. *Your Future in Hospital Work;* c. 1974.

Kraemer, James E. *Your Future in Pharmacy;* c. 1971.

Levine, Sol. *Your Future in NASA;* c. 1971.

Locklear, Edmond. *Your Future in Accounting;* c. 1971.

Newman, Bernard. *Your Future in the High Fidelity Industry;* c. 1971.

O'Connell, Desmond H. *Your Future in the Bakery Industry;* c. 1971.

Paris, Jeanne. *Your Future as a Home Economist;* c. 1971.

Paul, Grace. *Your Future in Medical Technology;* c. 1971

Rider, John R. *Your Future in Broadcasting;* c. 1974.

Robinson, Alice and Mary Reres. *Your Future in Nursing Careers;* c. 1974.

Scribner, Captain Kimball J. *Your Future as a Pilot;* c. 1971.

Sommer, Armand and Daniel P. Kedzie. *Your Future in Insurance;* c. 1971.

Sonnabend, Roger P. *Your Future in Hotel Management;* c. 1974.

Taylor, Dawson and James Bradley. *Your Future in Automotive Service;* c. 1974.

Thompson, William E. *Your Future in Nuclear Energy Fields;* c. 1971.

Vershel, Allen. *Your Future in Dentistry;* c. 1971.

Westbrook, Jame H. *Your Future in Restaurants & Food Service;* c. 1974.

Winter, Charles A. *Opportunities in Biological Sciences;* c. 1970

Winter, Elmer L. *Your Future in Your Own Business;* c. 1974.

Winter, Elmer L. *Your Future in Jobs Abroad;* c. 1971.

A Series of Vocational Guidance manuals dealing with specific careers have been designed to provide young men and women with all the facts needed to choose and plan their careers intelligently. Each book is written by a recognized authority and presents detained information on each career field. Vocational Guidance Manuals Co. New York; c. 1974. (Sec.-A)

Ballinger, Raymond A. *Graphic Arts Careers;*

Elliot, Sheldon D. *Opportunities in a Law Career*

Endres, Joseph G. *Fiid Science and Technology*

Fanning, Odom. *Opportunities in Environmental Careers*

Franciscus, Marie Louise and Marguerite Abbott. *Opportunities in Occupational Therapy*

Gable, Fred B. *Opportunities in Pharmacy Careers*

Harris, Miles F. *Opportunities in Meterology*

Heffel, L. E. *Opportunities in Osteopathic Medicine Today*

Johnson, Bervin M. *Opportunities in Photography Careers*

Kitchell, Frank M. *Opportunities in Optometry*

Krumhansel, Bernice. *Opportunities in Physical Therapy*

Mack, David. *Opportunities in Personnel Management*

Newman, Parley W. *Opportunities in Speech Pathology*

Nussbaum, Martin. *Opportunities in Electronic Data Processing*

Place, Irene and Leonard Robertson . *Management Careers*

Popham, Estelle and Blanche Ettinger, *Opportunities in Office Occupations*

Pulow, Arthur J. *Opportunities in Industrial Design*

Reinfield, George. *Opportunities in Graphic Communications*

Rosenthal, Jacob and Le Roi A. Folsom. *Opportunities in Food Preparation and Service*

Rosler, Lee. *Opportunities in Life Insurance Sales*

Shangold, Jules and Frank Greenberg. *Opportunities in a Podiatry Career*

Sheldon, Roger. *Opportunities in Carpentry Careers*

Shockley, Robert J. *Your Future in Elementary School Teaching*

Snelgrove, Alfred K. *Opportunities in Geology*

Stinchcomb, James D. *Opportunities in a Law Enforcement Career*

Sumichrast, Michael and Charles P. McMahon. *Opportunities in Building Construction*

Swope Robert. *Opportunities in Veterinary Medicine*

Wert, Charles. *Opportunities in Materials Science*

Williamson, Harold F. *Opportunities in Economics Careers*

Wood, Robert. *Opportunities in Electrical Trades*

Woodburn, John H. *Opportunities in the Chemical Sciences*

INSTRUCTIONAL UNITS

Below are listed units of study which have been developed by teachers in Alabama and Cobb County Georgia schools. Singular copies of individual titles are available upon request.

Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE ONE										
Animal Doctors			✓	✓	✓					
Career Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Career Exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Workers	✓	✓	✓	✓	✓					
Dental Workers			✓	✓	✓					
Where Our Daddies Work	✓	✓		✓						
Our Families Career's	✓	✓	✓	✓						
The Family at Work	✓	✓	✓	✓	✓					
The Fireman	✓	✓		✓						✓
School Friends & Helpers	✓	✓		✓						✓
Grooming Services	✓	✓		✓	✓			✓		✓
Hatchery Industry	✓			✓	✓				✓	
Health Workers-Their Services	✓	✓	✓	✓	✓				✓	✓
Hearts on Display					✓	✓				
My Home & My School	✓	✓	✓	✓						
A Librarian's Role in Career Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Mail Carrier & His Helpers	✓	✓	✓	✓	✓				✓	
Me, Myself and I	✓					✓		✓	✓	✓
The Milkman & His Helpers	✓			✓					✓	✓
Post Office	✓		✓		✓				✓	
Public Service Workers	✓	✓	✓	✓	✓					
Restaurants-Career in Food Service				✓	✓			✓	✓	✓
Commercial Salespeople	✓		✓	✓					✓	
The School	✓			✓	✓					
The School-Career in Public Service	✓		✓	✓	✓					
Welcome to School	✓			✓						✓
Seeds		✓	✓		✓				✓	
Self Awareness	✓	✓	✓							
Telephone Communications	✓			✓	✓		✓			
Trains	✓		✓	✓	✓					
The Zoo	✓			✓						
The Zoo: Careers in Environmental Maintenance & Control	✓	✓	✓	✓	✓				✓	✓
Zoo Animals	✓	✓	✓	✓	✓					
GRADE TWO										
Career Exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Helpers	✓			✓	✓				✓	
Community Workers	✓	✓	✓	✓						
Farm	✓			✓	✓				✓	

INSTRUCTIONAL UNITS

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE TWO continued										
The Grocery Store	✓	✓	✓	✓						
Grocery Store & Super-Market Workers	✓	✓	✓	✓					✓	
Grooming Service	✓	✓	✓	✓	✓			✓		
Hatchery Industry-Careers in Agriculture & Vocational Resources	✓			✓	✓				✓	
Health Services	✓			✓	✓					✓
Hospital Workers & Doctor's Office Workers	✓			✓		✓			✓	✓
A Librarian's Role in Career Education	✓			✓						
Me, Myself & I	✓	✓		✓						
Who Fights Pollution	✓			✓	✓					✓
Post Office	✓		✓	✓	✓				✓	
Postal Service	✓	✓	✓	✓					✓	
The Postal Service	✓	✓								
Public Service Workers	✓	✓	✓	✓	✓	✓		✓	✓	✓
Restaurants: Careers in Food Service	✓	✓	✓	✓	✓			✓		
Supermarket	✓	✓	✓						✓	
The Teeth	✓			✓	✓					✓
Trains	✓		✓	✓	✓					✓
The Zoo: Careers in Environmental Maintenance & Control	✓	✓	✓	✓	✓				✓	✓
GRADE THREE										
Airport	✓	✓	✓	✓	✓					
Bank: Career in Office and Business	✓	✓	✓	✓	✓				✓	
Building Trades	✓	✓	✓	✓	✓				✓	
Commercial Trucking: Careers in Transportation	✓	✓	✓	✓	✓				✓	
Community Workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers in Conservation	✓		✓	✓	✓	✓	✓	✓	✓	✓
Consumer Health	✓	✓		✓	✓	✓		✓	✓	✓
The Dairy Farm			✓	✓	✓				✓	
The Dentist & the Helpers in His Office	✓			✓	✓				✓	✓
The Fire & Police Departments	✓			✓	✓	✓			✓	✓
The Fireman are Our Helpers	✓			✓	✓	✓			✓	✓

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Title	L,A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE THREE continued										
Food Service Management	✓	✓	✓	✓	✓			✓	✓	✓
Management & Food Services	✓			✓	✓			✓		✓
City & County Government	✓			✓			✓		✓	
Services in Grooming	✓		✓	✓	✓			✓		✓
Meeting Huntsville's Helpers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Librarian's Role in Career Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Me, Myself and I	✓	✓		✓						
Music: Careers in Fine Arts & Humanities	✓	✓		✓	✓		✓		✓	
Newspaper	✓	✓	✓	✓	✓		✓		✓	
Personal Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plants: Careers in Agriculture and Natural Resources	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plants: Careers in Biological Science	✓		✓	✓	✓				✓	✓
Who Fights Pollution			✓	✓	✓				✓	✓
Postal Service	✓		✓	✓					✓	
Postal Service Workers	✓	✓	✓	✓					✓	
The Postman	✓		✓	✓	✓				✓	
The Life of the Post-Man	✓			✓	✓				✓	✓
Public Service Workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Repairs and Refinishing Occupations	✓	✓	✓	✓	✓	✓		✓	✓	
Restaurants: Careers in Food Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Supermarket	✓	✓	✓					✓	✓	
The Teeth	✓			✓	✓					✓
Telephone				✓	✓					
The Telephone				✓		✓				✓
Telephone Careers: Communication & Media	✓	✓		✓	✓				✓	
Trains	✓		✓	✓	✓					✓
Transportation				✓	✓		✓		✓	
The Zoo & the Zookeeper		✓		✓	✓	✓				✓
GRADE FOUR										
Airborne Transportation	✓			✓	✓		✓		✓	✓
Airport	✓	✓	✓	✓	✓				✓	✓
Airport Workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bank: Careers in Office and Business	✓	✓	✓	✓	✓				✓	

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GRADE FOUR continued										
Botany	✓			✓	✓					
Careers in Social Government	✓		✓	✓			✓		✓	
Commercial Trucking: Careers in Transportation			✓	✓	✓				✓	
Communications: The Telephone	✓	✓	✓	✓	✓				✓	
Communications & Telephone	✓			✓	✓					
Community Health Service Workers	✓			✓	✓	✓		✓	✓	✓
The Dairy				✓					✓	✓
The Earth: A Great Depository	✓	✓	✓	✓	✓		✓			
The Earth's Matter			✓		✓					
Electricity Part I - Soldering			✓		✓				✓	
City and County Government	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Me, Myself and I	✓	✓		✓						
Music: Careers in Fine Arts & Humanities	✓	✓		✓	✓		✓		✓	
Nutrition					✓			✓		✓
Parks	✓			✓	✓		✓			
Plants: Careers in Agriculture & Natural Resources	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plants: Careers in Biological Sciences	✓		✓	✓	✓				✓	✓
Repair & Refinishing Occupations	✓		✓	✓	✓	✓	✓	✓	✓	
All Kinds of Signs	✓	✓	✓							
Soil Conservation			✓	✓	✓					
Telephone: How They Influence Our Environment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Behind the TV Tube	✓	✓	✓	✓	✓					
Transportation				✓	✓				✓	
Trees: How They Influence our Environment	✓		✓	✓	✓					
Exploring the World of Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Zoo				✓	✓					✓
Zoology				✓	✓					

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE FIVE										
Agriculture in the South Central States				✓	✓		✓		✓	
Arts & Handicrafts		✓						✓		
Bank Service Guide	✓		✓	✓	✓					
Beginning Sewing								✓	✓	
Botany			✓		✓					
Building Construction			✓	✓	✓				✓	
Building Trade Workers	✓		✓	✓	✓				✓	✓
Careers in Ceramics		✓						✓	✓	
Careers in Hydrology				✓					✓	
Communications-Broadcasting	✓	✓	✓	✓	✓			✓	✓	
Communications and Media	✓	✓		✓	✓					
Construction in the US over the Past 100 years			✓	✓	✓		✓		✓	
The Department Store-Careers in Merchandising and Distribution	✓			✓			✓	✓	✓	
Dietician	✓		✓	✓	✓			✓		✓
The Earth: A Great Depository	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electrical Workers			✓		✓	✓			✓	✓
Electricity Part I - Soldering			✓		✓				✓	
Delicious Foods for Good Health					✓			✓		✓
Helping Others be Healty					✓	✓		✓		✓
The Hospital-Careers in Health			✓	✓	✓	✓		✓		✓
Hotel & Motel Careers in Hospitality and Recreation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Me, Myself and I	✓	✓		✓						
National Park Service	✓			✓	✓	✓			✓	✓
The Newspaper: Careers in Communication and Media	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Newspaper and Its Workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nursing Home Recreational Directors				✓	✓	✓		✓	✓	✓
Oceonography			✓	✓	✓					
Parks			✓	✓	✓					
Public Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE FIVE continued										
The Radio & Its Workers	✓	✓	✓	✓			✓		✓	
The Journey of a Raindrop	✓		✓		✓					
Rockets & Space Travel			✓	✓	✓	✓				✓
Salesmanship: Careers in Business Contact	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sports & Recreation Careers in Hospitality and Recreation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Long Distance Trucking	✓		✓	✓	✓				✓	✓
Truck Driving in the Community				✓					✓	✓
Exploring the World of Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Zoology				✓	✓					
GRADE SIX										
Agriculture in the South Central U.S.				✓	✓		✓		✓	
Arts & Handicrafts		✓						✓		
The Bank & Its Employees	✓	✓	✓	✓	✓					
Botany			✓		✓					
Building Construction: Careers in Construction	✓		✓	✓	✓	✓	✓	✓	✓	
Building Construction			✓	✓	✓			✓	✓	
Careers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers in Ceramics		✓			✓			✓	✓	
Careers in Hydrology				✓	✓				✓	
Careers in Music	✓	✓		✓			✓			
Cashier	✓		✓	✓	✓					
Communications & Media	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction in the US over the past 100 years			✓	✓	✓				✓	
The Dental Assistant			✓		✓			✓		✓
The Department Store: Careers in Merchandising & Distribution	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dietitian	✓		✓	✓	✓			✓		✓
Drafting			✓	✓	✓					
The Earth: A Great Depository	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electricity Part I - Soldering			✓		✓				✓	

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE SIX continued										
Engines for Motion & Power			✓	✓	✓				✓	
Environmental Control	✓		✓		✓		✓			✓
An Exploratory Unit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic Geometry			✓							
Helping Others Be Healthy					✓	✓		✓		✓
The Hospital - Careers in Health	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hotel & Motel: Careers in Hospitality and Recreation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Interior Decoration		✓	✓		✓			✓	✓	
Me, Myself and I	✓	✓		✓		✓				✓
National Park Services	✓			✓	✓	✓			✓	✓
Natural Resources and Industries of South America	✓	✓	✓	✓	✓		✓			
The Newspapers-Careers in Communication and Media	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nursing Home Recreation Director				✓	✓	✓		✓	✓	✓
Oceonography			✓	✓	✓					
Public Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Journey of a Raindrop	✓		✓		✓					
Restaurant Workers	✓		✓	✓	✓			✓	✓	✓
Salesmanship: Careers in Business Contact	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic Sewing		✓						✓	✓	
Sports & Recreation: Careers in Hospitality and Recreation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Long Distance Trucking	✓		✓	✓	✓				✓	✓
Exploring the World of Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
World of Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Zoology			✓		✓					
GRADE SEVEN										
Activities in Library Skills Presented in the Context of Career Education	✓									
Art in Relation to Communication & Media	✓	✓								

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE SEVEN continued										
Fundamental Basketball						✓				
Camp Director	✓		✓	✓	✓	✓			✓	✓
Career Exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers in Fine Arts and Humanity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Health	✓		✓	✓	✓					✓
Domestic Services (EMR)	✓	✓	✓	✓	✓	✓		✓	✓	✓
Drugs			✓	✓	✓					✓
Environmental Awareness			✓	✓	✓					✓
Environmental Control			✓	✓	✓					✓
Salvation of our Environment			✓	✓	✓					✓
Football for Fun						✓				
Forestry			✓	✓	✓				✓	
Getting to Know Yourself	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health care in My Hometown	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Health Service in Sylacauga Alabama				✓	✓					✓
Mathmatics			✓							
Occupations of Great Men in History	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Occupations in Sylacauga Hospital				✓	✓				✓	✓
Savings Accounts, & Borrowing			✓	✓						
Science					✓					
Beginning Sewing		✓						✓		
Professional Sports						✓				✓
Strike	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Language Arts in the Telephone Industry	✓			✓	✓				✓	
Volley in Beginning Tennis						✓				
Textile Design		✓						✓		
The Textile Industry in Our Hometown	✓	✓	✓	✓	✓			✓	✓	
Vocabulary in Communications	✓									
Wildlife Conservation				✓	✓					✓
Woodworking			✓		✓				✓	
Introduction to the World of Work as Related to Social Studies	✓			✓						

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE SEVEN continued										
Work that Keeps us Healthy (SPE)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GRADE EIGHT										
Activities in Library Skills presented in the context of Career Education	✓									
Air Transportation	✓	✓	✓	✓	✓		✓		✓	✓
Art in Relation to Communication & Media	✓	✓								
Introduction to Banking Services	✓		✓	✓	✓					
Communication & Media	✓	✓	✓	✓	✓					
Camp Director										
Careers in Fine Arts and Humanities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Health	✓			✓	✓	✓				✓
Domestic Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drugs			✓		✓	✓				✓
Environmental Control			✓	✓	✓					✓
Football for Fun						✓				
Home Economics								✓		
Hospitality & Recreation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Introduction to 8th Grade Literature	✓									
Mathmatics			✓							
Systems of Measurement			✓		✓					
The Newspaper	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
An Awareness of Our County Probation Officer				✓						
The Duties of a Radio Announcer	✓	✓	✓	✓	✓					
Reporting Skills	✓									
Knowing Our Fourth District Representative to the U.S. Congress	✓			✓						
Rocks and Minerals Science					✓					
Self Assessment	✓									
Beginning Sewing		✓						✓	✓	
Social Studies				✓						
Improving your Speech	✓	✓								
Professional Sports						✓				

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GRADE EIGHT continued										
Language Arts in the Telephone Industry	✓			✓	✓					
Tennis						✓				
Volley in Beginning Tennis						✓				
Vocational Technical Orientation to High School	✓								✓	
Woodworking			✓		✓				✓	
Work that Keeps us Healthy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GRADE NINE										
Art in Relation to Communication & Media	✓	✓								
Bar & Broken Line Graphs			✓							
Careers in Fine Arts & Humanity	✓	✓		✓						
Clothing & Textiles	✓	✓	✓	✓	✓			✓	✓	
Learning through Communications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Communications & Media	✓		✓	✓	✓					
Community Health				✓	✓	✓				✓
Domestic Services (EMR)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drugs				✓	✓					✓
Football for Fun						✓				
Home Economics	✓							✓		
Mathmatics			✓							
Using the Metric System			✓							
Science					✓					
Social Studies	✓			✓						
Professional Sports						✓				
Volley in Beginning Tennis						✓				
Work that Keeps us Healthy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GRADE TEN										
A minicourse in the area of Agribusiness			✓	✓	✓				✓	
Natural Resources and Environment				✓	✓					
Algebra-Who Needs it										
Algebra-Who Needs it Unit Development			✓							
Astrology & Aerospace			✓		✓					

INSTRUCTIONAL UNITS

Below are listed units of study which have been developed by teachers in Alabama and Cobb County Georgia schools. Singular copies of individual titles are available upon request.

Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE TEN continued										
Business and Office Clusters	✓		✓	✓					✓	
Careers in Dramatics	✓	✓	✓					✓		
Careers Utilizing Spanish	✓	✓		✓					✓	
Clothing & Textiles		✓		✓	✓			✓	✓	
Communications & Media	✓	✓	✓	✓	✓					
Consumer & Homemaker Related Occupations				✓	✓			✓	✓	
Lets Arrange Flowers		✓			✓			✓		
Football for Fun						✓				
Unifying the Entire School Program Around General Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geometry: Preparation for a Career			✓		✓					
The Operation of a Key Punch Machine			✓		✓				✓	
Using the Library to Research Careers	✓								✓	
Manufacutring: BOE & Marketing & Distribution Clusters	✓		✓	✓	✓			✓	✓	
Manufacturing & Industry			✓	✓	✓			✓	✓	
Occupations in Construction			✓	✓	✓				✓	
Occupations of Great Men in History	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Occupations in the Health Clusters	✓		✓	✓	✓	✓		✓	✓	✓
Preparation of Payrolls	✓		✓		✓				✓	
Two Modern Plays	✓	✓								
Printing-Image Transfer	✓				✓				✓	
Rolling Jobs			✓		✓	✓			✓	✓
Retail Salespersons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Teacher of the Mentally Retarded	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Typing II - A Job Skill Composition	✓		✓						✓	
Operation of Unit Recording Equipment			✓		✓				✓	
Preparation for a Wedding	✓	✓		✓				✓		
Wrestling						✓				

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE ELEVEN										
A Minicourse in the area of Agribusiness Natural Resources and Environment	✓			✓	✓				✓	
Astrology & Aerospace Science Related to Earth Science			✓	✓	✓					
Business Letters	✓			✓					✓	
Business & Office Clusters	✓		✓	✓					✓	
Career Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers for Good Writers	✓	✓		✓						
Careers Utilizing Spanish	✓	✓		✓						
Clothing & Textiles		✓	✓		✓			✓	✓	
Consumer & Homemaker Related Occupations	✓		✓	✓				✓	✓	
Food Service Occupations				✓	✓			✓		✓
Football for Fun						✓				
Selecting Furniture	✓		✓	✓				✓		
Geometry: Preparation for a Career			✓		✓					
The Operation of a Key Punch			✓		✓				✓	
Librarian	✓	✓								
Using the Library to Research Careers	✓									
Manufacturing: BOE & Marketing & Distribution Clusters	✓		✓	✓	✓			✓	✓	
Manufacturing & Industry			✓	✓	✓			✓	✓	
Meteorology			✓	✓	✓					
Occupations in Construction			✓	✓	✓				✓	
Occupations in the Health Clusters	✓			✓	✓	✓				✓
Preparation of Payrolls	✓		✓							
Printing	✓		✓	✓	✓				✓	
Shaping of Public Opinion	✓	✓		✓						
Sales Representative	✓	✓	✓	✓						
Typing II - A Job Skill	✓								✓	
Operation of Unit Recording Equipment	✓		✓		✓				✓	
Preparation for a Wedding	✓	✓	✓	✓				✓		

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Title	L.A.	F.A.	Ma.	S.S.	Sci.	P.E.	H.	H.E.	Voc.Ed.	H.S.
GRADE ELEVEN continued										
Wrestling						✓				
Writing Good Sentences & Their Use in Communication Careers	✓									
GRADE TWELVE										
A Minicourse in the Area of Agribusiness, Natural Resources & Environment	✓			✓	✓				✓	
Astrology and Aerospace Science Related to Earth Science			✓	✓	✓				✓	
Business Letters	✓			✓						
Business & Office Clusters	✓		✓		✓				✓	
Career Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Consumer & Homemaker Related Occupations	✓		✓	✓				✓	✓	✓
Football for Fun						✓				
Selecting Furniture	✓		✓	✓				✓	✓	
Geometry: Preparation for a Career			✓							
The Operation of a Key Punch	✓		✓		✓				✓	
Librarian	✓	✓								
Manufacturing: BOE & Marketing and Distribution Clusters	✓		✓	✓	✓			✓	✓	✓
Manufacturing & Industry			✓	✓	✓			✓	✓	
Meteorology			✓	✓	✓			✓	✓	
Occupations in Construction			✓	✓	✓				✓	
Occupations in the Health Clusters	✓			✓	✓	✓		✓	✓	✓
Preparation of Payrolls	✓		✓						✓	
Printing	✓		✓	✓	✓				✓	
Shaping of Public Opinion	✓			✓						
Typing II - A Job Skill	✓								✓	
Operation of Unit Record Equipment	✓		✓		✓				✓	
Preparation for a Wedding	✓	✓	✓	✓				✓		
Wrestling										

INDUSTRIAL ARTS BOOKS

ARCHITECTURAL DRAFTING:

Kicklighter, Clois E. and Ronald J. Baird. *Architecture; Residential Drawing and Design.* Goodheart-Wilcox Pub. Cc. c 1973.

Provides basic instruction in preparing architectural working drawings. Develops basic architectural drafting skills in a step by step manner. Covers such topics as design, estimating, financing, workmanship and career possibilities.

Spence, William P., *Architecture; Design, Engineering & Drawing.* McKnight Pub. Co. c1972.

Includes planning, designing and drafting specifications for residential and single story commercial buildings. Examines all areas from site selection to construction. Fully illustrated with many tables and explanations.

Spence, William P. *Architecture; Design, Engineering & Drawing, Workbook.* McKnight Pub. Co. c 1972.

Wyatt, William E. *General Architectural Drawing.* Charles A. Bennett Pub. Co. c 1969

A three part text dealing with (A) materials and construction, (B) building planning and design, (C) working drawings. Profinely illustrated with many tables.

Wyatt, William E. *General Architectural Drawing, Student Guide.* Charles A. Bennett Pub. Co. c 1969.

ENGINEERING DRAFTING:

Brown, Walter C. *Drafting.* Goodheart-Wilcox Pub. Co. c 1968.

Provides broad fundamental experiences in drafting. Instruction in instrument usage and free hand sketching are covered in great detail. A good introductory book.

Brown, Walter C. *Drafting for Industry.* Goodheart-Wilcox Pub. Co. c 1974.

A comprehensive text covering the full spectrum of drafting experiences through computer graphics. A well written and illustrated book.

Brown, Walter C. *Drafting for Industry, Workbook.* Goodheart-Wilcox Pub. Co. c 1974.

Spence, William P. *Basic Industrial Drafting.* Charles A. Bennett Pub. Co. C 1974.

Designed as an introductory course in drafting, attention is given to the industrial uses of drawings in visual communication. Reading was carefully

checked during preparation to insure readability.

Spence, William P. *Basic Drafting, Worksheets.* Charles A. Bennett Pub. Co. c 1974.

Spence, William P. *Drafting, Technology and Practice.* Charles Bennett Pub. Co. c 1973.

A comprehensive text designed to serve as the basis for a survey course in drafting. A good text for a high school course.

Spence, William P. *Drafting, Technology and Practice, Worksheets.* Charles Bennett Pub. Co. c 1973.

Stephenson, George E. *Drawing for Product Planning.* Charles Bennett Pub. Co. c 1970.

This text is designed to provide initial experience in drafting. The approach couples drafting principles to product planning and design.

Stephenson, George E. *Drawing for Product Planning, Worksheets.* Charles Bennett Pub. Co. c 1970.

Walker, John R. *Exploring Drafting.* Goodheart-Wilcox Pub. Co. c 1972.

Deals with basic fundamentals and constructions. Good introductory program.

Walker, John R. *Exploring Drafting, Workbook.* Goodheart-Wilcox Pub. Co. c 1972.

WOODWORKING:

Feirer, John L. and Gilbert Hutchins. *Advanced Woodworking and Furniture Making.* Charles Bennett Pub. Co. c 1972.

An outstanding text in machine woodworking and cabinetmaking. Written at a high school reading level.

Feirer, John L. and Gilbert Hutchins. *Advanced Woodworking and Furniture Making, Workbook.* Charles Bennett Pub. Co. c 1972.

Feirer, John L. *Bench Woodwork.* Charles Bennett Pub. Co. c 1972.

Designed to be a first text in woodworking for a wide range of uses. Reading level has been carefully controlled. Covers a wide range of basic woodworking experiences.

Feirer, John L. *Bench Woodwork, Student Guide.* Charles Bennett Pub. Co. c 1972.

Feirer, John L. *Cabinetmaking and Millwork.* Charles Bennett Pub. Co. c 1970.

An advanced text in woodworking covering processes used in cabinet making and construction.

Feirer, John L. *Cabinetmaking and Millwork, Workbook.* Charles Bennett Pub. Co. c 1970.

Feirer, John L. *Industrial Arts Woodworking.* Charles Bennett Pub. Co. c 1972.

A basic text in woodworking dealing with such topics as fundamental processes, machine processes, upholstry and occupational information.

Feirer, John L. *Industrial Arts Woodworking, Workbook.* Charles Bennett Pub. Co. c 1972.

Feirer, John L. *Woodworking for Industry.* Charles Bennett Pub. Co. c 1971.

An advanced text designed for high school students. Presents current information on materials, tools and processes. Also includes occupational information.

Feirer, John L. *Woodworking for Industry, Workbook.* Charles Bennett Pub. Co. c 1971.

Wagner, Willis H. *Modern Woodworking.* Goodheart-Wilcox Pub. Co. c 1974.

Provides basic instructional & information in various phases of woodworking, wood processing and finishing. Well illustrated with tests, etc.

Wagner, Willis H. *Woodworking.* Goodheart-Wilcox Pub. Co. c 1968.

Part of the "Build-a-Course" series, this text is designed for a first course.

Zimmerman, Fred W. *Exploring Woodworking.* Goodheart-Wilcox Pub. Co. c 1972.

A first course in woods dealing with both hand and power tools. Covers some aspects of mass production. Well illustrated and easy to read.

Zimmerman, Fred W. *Exploring Woodworking, Workbook.* Goodheart-Wilcox Pub. Co. c 1972.

METALWORKINGS:

Boyd, T. Gardner. *Metalworking.* Goodheart-Wilcox Pub. Co. c 1968.

Basic text in metal working ideally suited for the middle grades as an introductory program. Major emphasis is on metal working handtools.

Daughertes, James S., R. E. Powell, and H. L. Foster. *Sheetmetal Pattern Drafting*. Charles A. Bennett Pub. Co. c 1975.

A vocationally oriented text in sheetmetal pattern drafting. Contains clear, easily understood examples and problems.

Feirer, John L. and John R. Lindbeck. *Metalwork*. Charles Bennett Pub. Co. c 1970.

Developed as part of a total I.A. program. The book stresses: Design, Industry, Basic Hand and Machine Skills and Self Development. A good introductory course.

Feirer, John L. and John R. Lindbeck. *Metalwork, Workbook*. Charles Bennett Pub Co. c 1970.

Johnson, Harold J. *General Industrial Machine Shop*. Charles Bennett Pub. Co. c 1970.

A good text for an introductory, but comprehensive, course in machine shop. Easily adapted to a variety of teaching styles and situations.

Johnson, Harold J. *General Industrial Machine Shop, Workbook*. Charles Bennett Pub. Co. c 1970.

Johnson, Harold J. *Technical Metals*. Charles Bennett Co. c 1973.

A comprehensive text covering all areas of metal working. Covers basic math and drawing reading skills. Safe operation of every component is stressed throughout.

Johnson, Harold J. *Technical Metals, Workbook*. Charles Bennett Co. c 1973.

Walker, John R. *Arc Welding, Basic Fundamentals*. Goodheart-Wilcox Pub. Co. c 1973.

Presents welding fundamentals from a trade point of view. It is a "one-shot" written text to be retained by the student at the close of the course.

Walker, John R. *Exploring Metalworking*. Goodheart-Wilcox Pub. Co. c 1972.

A basic text in metalworking using both hand and power tools. Includes some manufacturing processes and mass production.

Walker, John R. *Exploring Metalworking, Workbook*. Goodheart-Wilcox Pub. Co. c 1972.

Walker, John R. *Modern Metalworking*. Goodheart-Wilcox Pub. Co. c 1973.

Provides background information, hand and machine processes and occupational information. Also provides some advanced process information.

Walker, John R. *Modern Metalworking, Workbook*. Goodheart-Wilcox Pub. Co. c 1973.

Walker, John R. *Machining Fundamentals.* Goodheart-Wilcox Pub. Co. c 1973.

Extensive occupational information on the metalworking industry is provided as well as fundamental machining skills.

Walker, John R. *Machining Fundamentals, Workbook.* Goodheart-Wilcox Pub. Co. c 1973.

ELECTRICITY-ELECTRONICS:

Delpit, George H. and Stephen Johnson. *Electronics in Action, Book I.* Charles A. Bennett Pub. Co. c 1969.

Designed for the beginning Electronics student. No previous experience is assumed. High school or post high school level.

Delpit, George H. and Stephen Johnson. *Electronics in Action, Book I, Workbook.* Charles A. Bennett Pub. Co. c 1969.

Delpit, George H. and Stephen Johnson. *Electronics in Action, Book II.* Charles A. Bennett Pub. Co. c 1972.

Sequal to Book I, and assumes one year of satisfactory electronics coursework.

Delpit, George H. and Stephen Johnson. *Electronics in Action, Book II, Workbook.* Charles A. Bennett Pub. Co. c 1972.

Gerrish, Howard H. *Exploring Electronics.* Goodheart-Wilcox Pub. Co. c 1971.

A first course in the field of Electronics-Electricity. Covers basic fundamentals and applications, includes experiments and related activities.

Gerrish, Howard H. *Electricity and Electronics.* Goodheart-Wilcox Pub. Co. c 1968.

Covers basic fundamentals in electricity and electronics. Stresses experimentation and practical application.

Gerrish, Howard H. *Electricity.* Goodheart-Wilcox Pub. Co. c 1968.

Includes basic principles of electricity. Covers such areas as safety, correct use of standard electrical tools.

Gerrish, Howard H. *Electronics.* Goodheart-Wilcox Pub. Co. c 1966.

Covers basic principles of electronics. Stresses safety, correct use of tools and equipment.

Gerrish, Howard H. *Transistor Electronics.* Goodheart-Wilcox Pub. Co. c 1969.

Basic text developed around solid state electronics. Includes many applications and demonstrations, a first course, but some background would be helpful.

Lush, Clifford K. and Glenn E. Engle. *Industrial Arts Electricity*. Charles A Bennett Pub. Co. c 1971.

Covers basic concepts dealing with electricity. Generally an ideal first course.

Lush, Clifford K. and Glenn E. Engle. *Industrial Arts Electricity, Workbook*. Charles A. Bennett Pub. Co. c 1971.

PLASTICS:

Baird, Ronald J. *Industrial Plastics*. Goodheart Wilcox Pub. Co. c 1971.

Explores various areas of the plastic industry. Includes basic chemistry, resins, industrial processes and school lab activities. A good first book in plastics.

Cope, Dwight W. and John O. Conaway. *Plastics*. Goodheart-Wilcox Pub. Co. c 1966.

Provides basic information on plastics with an emphasis on those activities suitable for the school shop. A good first course.

Edwards, Lauton. *Industrial Arts Plastics*. Charles A. Bennett Pub. Co. c 1974.

Covers properties of plastics, use of shop equipment and fabrication of needed equipment. A good basic text.

GRAPHIC ARTS:

Carlsen, Darney E. *Graphic Arts*. Charles A. Bennett Pub. Co. c 1970.

Covers basic fundamentals of graphic arts. Emphasis on manipulative skills. A good first book.

Kazy, Fredrick D. *Graphic Arts*. Goodheart-Wilcox Pub. Co. c 1970.

Good exploratory program in graphic arts. Covers types of printing, composition fundamentals and basic study of format.

Polk, Edwin W. and Ralph W. *The Practice of Printing*. Charles A. Bennett Pub. Co. c 1971.

A book on letterprint and offset printing. Text may be a little out of date, but is generally good.

MANUFACTURING PROCESSES:

Gerbracht, Carl and Frank E. Robinson. *Understanding America's Industry*. McKnight Pub. Co. c 1971.

Covers the woods, metals, graphics, ceramics and plastics, electricity and textiles. Includes a section on man production and its relationship to our modern world.

Groveman, Chris H. *Exploring the Industries*. Steck-Vaughn Pub. Co. c 1970.

An introductory text that provides a number of ways for developing a general shop program. Material is covered by units with project suggestions for each unit.

Johnson, Harold J. *Manufacturing Processes*. Charles Bennett Pub. Co. c 1973.

A manufacturing process book designed for use in vocational schools, Jr. Colleges and similar institutions. Covers a broad range of processes used in current industry.

Kazan, A.S., H.C. and Roy S. Klein and John Lindbeck. *Technology of Industrial Materials*. Charles A. Bennett Pub. Co. c 1974.

Designed to introduce students to the study of industrial materials and processes. Written for use at the junior college-college level.

Kazan, A.S., S.C., Roy S. Klein and John Lindbeck. *Materials Testing Lab Manual for Technology of Industrial Materials*. Charles A. Bennett Pub. Co. c 1974.

Lindbeck, John R. and Irvin T. Lathrop. *General Industry*. Charles A. Bennett Pub. Co. c 1969.

Centers around the fields of metal-working, plastics, graphic, power and electricity. Covers design and planning as well as providing occupational information related to industry.

Lindbeck, John R. and Irvin T. Lathrop. *General Industry, Laboratory Manual*. Charles A. Bennett Pub. Co. c 1969.

Smith, Lamar B. and Marion E. Maddox. *Elements of American Industry*. McKnight Publishing Co.

Designed as a junior high program for acquainting students with American Industry. Developed in a unit format. The book provides text and project information for each section.

POWER:

Alleberry, Pat H. *Power Mechanics*. Goodheart-Wilcox Pub. Co. c 1968.

Covers basic principles of power mechanics. Covers such components as engine cooling systems, electrical systems, lubrication systems and bearing systems. A good first book for junior high grades.

Beeler, Samuel C. *Understanding Your Car.* McKnight Pub. Co. c 1967.

Designed to be a survey Industrial Arts course in Automotives. Avoids the very technical and deals with broader subject ranges. Provides "jobs" to assist with hands on activities.

Bohn, Ralph C. and Angus McDonald. *The McKnight Power Experimenter.* McKnight Pub. Co. c 1970.

Set of materials keyed to power mechanics of energy control text and the McKnight Power Experimenter Hardware. An excellent introductory power course. The complete set consists of the text, the teacher guide, and hardware.

Duffey, Joseph W. *Power: The Prime Mover of Technology.* McKnight Pub. Co. c 1964.

Provides a broad study of power related to American Industry. Covers power for simple machines to sophisticated jets and rockets.

Duffey, Joseph W. *Power: Prime Mover of Technology, Workbook.* McKnight Publishing Co. c 1964.

Glenn, Harold T. *Exploring Power Mechanics.* Charles A. Bennett Pub. Co. c 1973.

Provides a basic course in power geared primarily to engines with some coverage of electricity and hydraulics.

Glenn, Harold T. *Exploring Power Mechanics, Workbook.* Charles A. Bennett Pub. Co. c 1973

Glenn, Harold T. *Automechanics.* Charles A. Bennett Pub. Co. c 1969.

Takes a systems approach to the study of automechanics with many details and examples. Fairly current, last revision 1969.

Glenn, Harold T. *Automechanics, Workbook.* Charles A. Bennett Pub. Co. c 1969.

Ray, Willis E. and Donald G. Lux. *The World of Manufacturing.* McKnight Pub. Co. c 1971.

A package consisting of a teacher guide, student lab manual and book of reading. A comprehensive study of manufacturing industries; the jobs and skills required to make the system work; and a study of the system itself.

Ray, Willis E. and Donald G. Lux. *The World of Construction.* McKnight Pub. Co. c 1970.

A three part package consisting of teachers guide, student lab manual and a book of reading. The program offers a complete exposure to the world of construction, its jobs, its training requirements and a chance to explore hands on, occupations found in construction.

CRAFTS:

Brennan, Thomas J. *Ceramics*. Goodheart-Wilcox Pub. Co. c 1964.

An introductory book dealing with the terms tools and procedures used in ceramics. Relates the hands on activities done in class to larger industrial processes.

Lindbeck, John R. and others. *Basic Crafts*. Charles A. Bennett Pub. Co. c 1969.

A basic text in crafts. Covers such areas as graphics, metals, plastics woods, leather and ceramics. Provides detailed information on techniques and procedures.

Lindbeck, John R. and others. *Basic Crafts, Workbook*. Charles A. Bennett Pub. Co. c 1969.

Zimmerman, Fred W. *Leathercraft*. Goodheart-Wilcox Pub. Co. c 1969.

A basic text in leathercraft, covers procedures and exercises. Provides occupation information relating to the leatherwork area.

GENERAL SHOP:

Modern General Shop. Combination of Goodheart-Wilcox books on drafting, woodworking, metal working, electricity; Goodheart-Wilcox Pub. Co. c 1961.

Combines four introductory texts in there areas into a simple volume. Details are as noted for the simple texts.

ELEMENTARY SCHOOL I.A.:

Swieakos, Marion and Catherine G. Morse. *Industrial Arts for the Elementary School*. Charles A. Bennett Pub. Co. c 1973.

An excellent text for adding industrial arts activities to the elementary school curriculum. Developed along the lines of course integration, needed materials and methods of implementation.

INSTRUCTIONAL UNITS:

Alabama Department of Education; *Industrial Arts Instructional Activity Guides*. Grades K-12. Alabama State Department of Education. Montgomery Alabama. 1970

Set of eighteen individual titles:

Facility Guidelines for Industrial Arts Education

A Guide to a Comprehensive Program of Industrial Arts Education in Alabama

Activities for Grades K-6

Construction 7-9

Exploring American Industry 7-9

Manufacturing 7-9

Graphic Communications 7-9

Power & Transportation 7-9

American Industry 10-12

Drafting I 10-12

Drafting II 10-12

General Electricity & Electronics I 10-12

Electricity - Electronics II 10-12

Graphic Arts I 10-12

Graphic Arts II 10-12

Industrial Materials and Processes 10-12

Power and Transportation I 10-12

Power and Transportation II 10-12

SPECIAL NEEDS BOOKS

DeHaan, Robert F. and Kough, Jack. *Helping Children with Special Needs.* Teacher's guidance handbook, Elementary School edition, Vols. I and II. SRA. Chicago, Ill. Rev. 1968.

A valuable handbook for the teacher to use in meeting the recurring problems of exceptional pupils. Procedures suggested for aid to the teacher in dealing with the slow-learning child.

Frank E. Richards Publishing Company in 1973 combined works of several authors and developed a series of high interest-low level experience units. These units are designed to improve academic skills while orienting the student to a mobile society. The following are titles which can be used singularly or in groups.

Arnold, Dooie and Katye Lee Posey, *Do It Yourself*

Bohn, Raymond J. and John D. Wool, *Learning About Handwriting (Manuscript)*

Bohn, Raymond J. and John D. Wool, *Learning About Measurement*

Bohn, Raymond J. and John D. Wool, *Learning About Time*

Bohn, Raymond J. and John D. Wool, *Learning About Writing (Cursive)*

Carrell, Maryjane, *Understanding English*

Cattaneo, Frank, *Shop Made Easy*

Corcoran, Eileen L. and Ambrose L., *Be a Better Driver, Book I*

Corcoran, Eileen L., *Finding Ourselves*

Corcoran, Eileen L., *Rights and Duties of Citizens, Book I*

Corcoran, Eileen L., *Rights and Duties of Citizens, Book II*

Corcoran, Eileen L., *Rights and Duties of Citizens, Book III*

Dogin, Yvette, *Jobs from "A" to "Z": There Must Be One for Me.*

Dogin, Yvette, *Teen-agers at Work*

Hudson, Margaret W. and Ann A. Weaver, *Getting Ready for Pay Day: Part I - Checking Accounts*

Hudson, Margaret W. and Ann A. Weaver, *Getting Ready for Pay Day: Part II - Savings Accounts*

Hudson, Margaret W. and Ann A. Weaver, *Getting Ready for Pay Day: Part III - Planning Ahead*

Hudson, Margaret W. and Ann A. Weaver, *I Want a Job*

Hudson, Margaret W. and Weaver, Ann A. *On the Job*

Mooney, Thomas J., *Arithmetic That We Need*

Mooney, Thomas J., *The Getting Along Series of Skills - Workbooks; After School is Out*

Mooney, Thomas J., *The Getting Along Series of Skills - Workbooks; Al Looks for a Job*

Mooney, Thomas J., *The Getting Along Series of Skills - Workbooks; A Job at Last*

Mooney, Thomas J., *The Getting Along Series of Skills - Workbooks; From Tires to Teeth*

Mooney, Thomas J., *The Getting Along Series of Skills - Workbooks; Money in the Pocket*

Piltch, Benjamin, *Find the Right Letter: Letter Discrimination Practice*

Piltch, Benjamin, *Find the Right Number: Number Discrimination Practice*

Piltch, Benjamin, *Find the Right Word: Word Discrimination Practice*

Piltch, Benjamin, *Mack Works in a Clothing Factory*

Piltch, Benjamin, *A Step-by-Step Approach to Learning How to Fill Out Application Forms.*

Prevo, Helen, *English That We Need*

Prevo, Helen, *Family Life, Book 2*

Prevo, Helen, *The Happy Housekeepers*

Prevo, Helen, *Manners*

Prevo, Helen, *Practice Material for Family Life, Book I*

Prevo, Helen, *Practice Material for Family Life*

Schneider, Bernard, *Getting and Holding a Job*

Shenk, Carol, *Sue Learns About the Use of Measurements in Cooking*

Storms, Earl R., *Math Made Easy*

Wool, John D., *Getting Ready to Drive*

Wool, John D. and Raymond J. Bohn, *Useful Arithmetic, Vol. I*

Wool, John D. and Raymond J. Bohn, *Useful Arithmetic, Vol. II*

Wool, John D. *Using Money Series, Book I: Counting My Money*

Wool, John D. *Using Money Series, Book II: Making My Money Count*

Wool, John D. *Using Money Series, Book III: Buying Power*

Wool, John D., *Using Money Series, Book IV: Earning, Spending and Saving*

Special Needs Service Alabama State Department of Education, *Handbook Vocational-Technical and Higher Education Special Needs Program*, Division Vocational Education and Community Colleges. State Department of Education, Montgomery, Alabama 1973. (Adult)
An overview and the purpose and objectives of the Special Needs Program are explained and ideas are given for program organization.

Special Needs Service, Alabama State Department of Education. *Career Orientation for Vocational Students having Special Education Needs in Vocational Education*, Alabama State Department of Education. Division of Vocational Education and Community Colleges. 1974, (adult)
Sample course outlines for Career Exploration for students identified as being disadvantaged and handicapped.

POSITION PAPERS AND MONOGRAPHS

Alabama Department of Education. *Alabama Career Education*, State Department of Education Montgomery, Alabama. 1973

American Vocational Association. *AVA-NVGA Position Paper on Career Development*. AVA-NVGA Commission on Guidance and Vocational Education. 1973

Alabama Department of Education. *FY '74 Vocational Education Facts*. State of Alabama. Department of Education. Division of Vocational Education and Community Colleges. Research Coordinating Unit. Annual Report. 1974

Alabama Department of Education. *Interdisciplinary Drug Education for Alabama Schools*. Bulletin No. 11 prepared by Division of Instruction. Basic Sciences and Drug Education section. State Department of Education Montgomery, Alabama. 1972.

Alabama Department of Education. *Suggested Guidelines for Parents and Teachers in Working With Alabama's Mentally Retarded Child*. Alabama State Department of Education. Montgomery, Alabama 1974

Alabama Department of Education. *The Teacher's Role in Career Education*. Monograph prepared by Alabama Department of Education, Division Vocational Education and Community Colleges. Montgomery, Al. 36104.

Arizona Department of Education. *Questions and Answers about Career Education*. Career Education Clearinghouse Arizona. 1974

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FILMS

American Federation of Labor, Americans at work series. 16 mm films, 13½ minutes each, black & white, sound, c. 1964.

Films produced by labor with the aid of professionals, "on the job," to emphasize the technical, aspects, skills and educational requirements of specific occupations. Individual titles are listed below.

Airplane
Bakers
Building Service
CWA Exteriors
Cement Workers
Ceramics
Communications Workers
Fire Fighters
Fishery Workers
Furniture Makers
Garment Workers
Gas Workers
Glass
Government Workers
Hotels
Hotel Workers
ICBM
Industrial Rubber
Labor & Education
Labor & Social Security
Laundry
Meat Cutters
Movie Operators
Oil Refinery
Operating Engineers
Ornamental Iron
Outboard Motors
Paper Makers
Pattern Makers
Plumbers
Postal Workers
Poultry Workers
Public Employees
Retail Clerks
Sea Food Workers
Ship Builders
Small Tool Makers
Stock Exchange
Stove Makers
Structural Iron
Synthetic Fibers
Television Arts
Utility Workers
Wood Cutters

Counselor Films, Inc., *Is a Career in Clerical Work for You;* 16 mm films 15 minutes, color, sound, c. 1974.

A close-up look is taken at workers and their work in 14 clerical occupations to explore the vast, many faceted world of the office worker.

Counselor Films, Inc., *Is a Career in Electronics Manufacturing for you?* 16 mm films, 15 minures, color, sound, c. 1974.

This film examines just about everything in the electronics industry except the star of the show--the electron. And that charged-up little fellow, reputedly the size of just about nothing at all, has never been seen.

Counselor Films, Inc., *Is a Career in Finance, Insurance, or Real Estate for You?* 16 mm film, 15 minutes, color, sound, c. 1974.

This film is custom-made for young people, vitalizing attention with a score featuring their own contemporary beat and with fastpaced production techniques they know from television.

Counselor Films, Inc., *Is a Career in Government for You?* 16 mm film, 15 minutes, color, sound, c. 1974.

This film examines in some depth the occupations found almost exclusively in government and briefly some of the thousands of other occupations existing both in government and private industry. Young people's attention to the instructional and motivational content is heightened by a youth-slanted musical score and fast-paced TV production techniques.

Counselor Films, Inc., *Is a Career in the Health Services for You?* 16 mm film, 15 minutes, color, sound, c. 1974.
Exciting techniques including multiple-image screen and fast cuts, and a with-it-now musical score heighten the attention of young people as this film examines the wide range of occupations in patient care and in the supporting services--from housekeeping and administration to food preparation and equipment maintenance.

Counselor Films, Inc., *Is a Career in the Hotel or Motel Business for You?* 16 mm film, 15 minutes, color, sound, c.1974.
Hotels and motels are people places--for guests who expect comfort and service and for employees who provide that comfort and service in a variety of ways. How they do it, their skills, qualifications and rewards are examined in color and with sound.

Counselor Films, Inc., *Is a Career in Machining for You?* 16 mm film, 15 minutes, color, sound, c.1974.
The film examines the nature of the work performed by machine tool operators and highly skilled machinists, tool and die makers, instrument makers, set-up men and layout men. Citing the temperament, preferences and aptitudes people in machining occupations usually have, the film goes on to discuss the required education and training, employment outlook, where the jobs are, the rewards and prospects for advancement.

Counselor Films, Inc., *Is a Career in Management for You?* 16 mm film, 15 minutes, color, sound, c.1974.
More than 9,000,000 managers run the country's business and government. This color film, an overview of the three levels of management, looks in on these men and women and examines the work that they do. Designed to motivate young people to start thinking of their own career and to help them to make their plans.

Counselor Films, Inc., *Is a Career in the Professions for You?* 16 mm film, 15 minutes, color, sound, c. 1974.
This film goes on to explain that the preparation for most professional occupations--those which are knowledge-oriented--is at least a college education and often an advanced degree requiring from one to as many as five more years of formal study. For careers in a smaller group of professional activities, such as acting, creative writing and professional sports, the young aspirant generally must invest an enormous amount of time and energy developing his talents and skills.

Counselor Films, Inc., *Is a Career in Radio or Television for You?*, 16 mm film, 15 minutes, color, sound, c. 1974.
What kinds of people in what various occupations work the magic that delivers the sounds and sights of life everywhere into the many millions of homes everywhere? *Is a Career in Radio or Television for You?* is a guided tour in color of the often-exciting world of broadcasting. It's complete with stops in every section of the industry for a look at the people at work and for inquiry into their skills, qualifications and rewards.

Counselor Films, Inc., *Is a Sales Career for You?* 16 mm film, 15 minutes sound, color, c. 1974.
The film takes a look at all kinds of salesmen and saleswomen who sell all kinds of things and services from apples to hotels and insurance to zebras. The film discusses the nature of the work, the temperament and aptitudes salespoeple should have, required education and training, the outlook for employment, where the jobs are, the rewards, the prospects for advancement and what lies ahead in sales occupations.

Counselor Films, Inc., *Is a Career in the Service Industries for You?* 16 mm film, 15 minutes, color, sound, c. 1974.
Heightening attention of young people with multiple-image screen and other fast-paced TV techniques, young student voices in the narration and a youth-slanted musical score. Examine occupations in eight different categories of services: lodging, building, personal, domestic, amusement and recreation, apparel, protective and the preparing and serving of food.

Counselor Films, Inc., *Is a Career as a Technician for You?* 16 mm film, 15 minutes, sound, color, c. 1974.
This film tells young people--and their elders, too--just what a Technician is, the availability of employment, the nature of the work, where the Technician works and how, the rewards, the prospects for moving up the career ladder, the required training and where and how to get it, and something of the life style of the Technician.

FILMSTRIPS

CAREER AWARENESS

Deltamedia, *Adventures in the World of Careers,* c. 1972 grades K-8
5 filmstrips with cassettes, "Why do people work?" "Exploring the World of Work" "Do it right" "You begin to wonder" "Careers are for girls too".

Guidance Associates, *Off We Go To The Aquarium;* 2 filmstrips, 1-10" rpm, grades K-4
What tasks are involved in caring for different kinds of fish is discussed with children.

Guidance Associates, *Off We Go to the Auto Proving Grounds;* 2 filmstrips, 1-10" rpm; grades K-4,
What is a proving ground and why car manufacturers need one.

Guidance Associates, *Off We Go to the Bike Factory;* 2 filmstrips, 1-10" rpm, grades K-4,
Designed to show how bikes are manufactured and gives safety tips for riders.

Guidance Associates, *Off We Go to the House Built in a Hurry;* 2 filmstrips, 1-10" rpm, grades K-4
A field trip in sound filmstrips can provide primary grade children the next best thing to being there.

Guidance Associates, *Off We Go to the Orange Grove;* 2 filmstrips, 1-10" rpm, grades K-4
Students learn from a citrus grower and fruit picker how we get our fruits.

Guidance Associates, *Off We Go to the Poster Painter;* 2 filmstrips, 1-10" rpm, grades K-4
Classroom tips for activities are discussed as a simulated trip is taken to the painter.

Edu-Cast, *Wally the Worker Watcher Series;* 3 filmstrips; 2-12" records, grades K-3,
A small child observes workers and sees how they perform their tasks.

CAREER EXPLORATION

Guidance Associates, *People Who Create Art;* 2 filmstrips, 1 - 10" rpm, grades 5-9.
A puppeteer-actress-costume designer-seamstress shows how it is backstage and out front; a young drummer plays, teaches, composes and tells why music is his life; an industrial designer explains the challenge of making a playground both fun and a learning experience. Program attempts to define the nature of talent, inner direction, desire to communicate, as they motivate musicians, sculptors, painters, writers, artisans, designers.

Guidance Associates, *People Who Help Others;* 2 filmstrips; 1-10" rpm, grades 5-9

Students meet a community organizer who has helped a small Mississippi town unify itself to work for a new water system; a physiotherapist describes her skills, her work at a children's hospital; a daycare worker discusses feelings of pride and responsibility. Career profiles emphasize commitment, compassion, empathy; suggest the intangible rewards of careers which serve others.

Guidance Associates, *People Who Influence Others;* 2 filmstrips; 1-10" rpm, grades 5-9

Introduces a cosmetics demonstrator and model who talks about selling products she believes in; a county agent who invites students to a dairy farm where he helps farmers improve their methods; an advertising executive who's working on a public service campaign for the Bronx Zoo. Program emphasizes qualities of gregariousness, self-confidence, sensitivity, empathy, leadership.

Guidance Associates, *People Who Make Things;* 2 filmstrips, 1-10" rpm, grades 5-9

A skilled aircraft worker describes her part in building DC 10 airplanes; a chef demonstrates his way of preparing fine food; an inventor explains his craft, shows his products making life more enjoyable for people. Interviews focus on pride of craft, the satisfaction of making useful things, the pleasure many people gain from creating with their hands.

Guidance Associates, *People Who Organize Facts;* 2 filmstrips; 1-10" rpm, grades 5-9

A sports editor communicates his own fascination with facts and figures; an automotive research shows how he finds the facts he needs to restore antique cars with loving accuracy; a bakery packaging forewoman tells how she organizes the facts of a vast production line to keep cookies and crackers on supermarket shelves.
Program shows how our society depends on information; surveys information-centered careers and relates them to gifts for detail, organization, problem-solving.

Guidance Associates, *People Who Work in Science;* 2 filmstrips; 1-10" rpm, grades 5-9

An ocean life scientist details his experimental work with sea lions whales and porpoises; a crime lab technician gives students a tour of police lab facilities explains her own job in chemical analysis; a recording engineer invites children to sit in on production of a TV commercial, calks about his work in motion pictures. Segments stress curiosity, inquiry, precision, interest in scientific methods.

Edu-Cast, *What Else Do Mothers Do?,What Else Do Fathers Do?, It's In Your Hands,* 3 filmstrips, 2-12" rpms, grades 4-6

Deltamedia, *Worlds to Conquer;* c. 1972, grades 8-adult.

5 filmstrips with cassettes, "Introducing You", "Something for Everybody", "Nothing is All Fun", "What's this about Life Style", "Goals to Grow", "Self-inventory for Students". Teacher's guide for each.

CAREER PREPARATION

U. S. Office of Education, *Aviation: Where Career Opportunity is Bright,* 2 filmstrips, 1-12" rpm, grades 9-12.

Guidance Associates,*A Job That Goes Someplace,* 2 filmstrips, 1-12" rpm, grades 9-12
Dramatized situations involve students in typical choices, build awareness of the career "lattice" concept, relate pre-job strategy and on-job attitude to advancement and satisfaction.

Bowmar, *Cabbages to Kings and Various Things, A Direction for Tomorrow;* c. 1970, grades 9-12.
6 filmstrips with 3 records 33 1/3 rpm, 6 sets student booklets, instructors handbook.

Guidance Associates, *The Changing Work Ethic,* 2 filmstrips; 1-12" rpm, grades 9-12.
Become informed with the kinds of behavior expected by the employees and the employer.

Guidance Associates, *Family Achievement Institute,* 2 filmstrips; 1-12" rpm, grades 9-12.

Guidance Associates, *Your First Week on the Job,* 2 filmstrips; 1-12" rpm, grades 9-12.
Things to become aware of in getting settled during the first week of employment.

Guidance Associates, *Your Future Through Vocational Education;* 2 filmstrips 1-12" rpm, grades 9-12.
The many opportunities available for youth in occupations which require less than a B.S. Degree.

Guidance Associates, *Getting & Keeping Your First Job,*2 filmstrips, 1-12" rpm, grades 9-12
Part I shows students how to select opportunities and make appointments through classified sections, public and private jobs agencies; how best to prepare for and succeed in the job interview, take tests, fit into the new job as quickly and smoothly as possible.

Guidance Associates, *If You're Not Going To College;* 2 filmstrips, 1-12" rpm, grades 9-12.
Starts students thinking about realistic career posibilities: Military linguistic, fashion, performing arts, landscaping, hotels and resorts, drafting, photography. Outlines first important stages of career planning: measuring one's own needs and aptitudes, relating them to careers, selecting the appropriate high school courses, mastering the job interview, adjusting to the first job. Emphasizes the importance of specialized non-college training; investigates various junior college and technical school programs; examines the growing impact of automation and resulting need for technically skilled personnel.

Guidance Associates, *Jobs for High School Students,* 2 filmstrips, 1-12" rpm, grades 9-12
Provides advice on locating good jobs by relating specific jobs to student objectives. Distinguishes between jobs that provide special experience for subsequent employment and those that offer pocket money or good wages only.

Guidance Associates, *How to Apply for a Job,* 2 filmstrips, 1-12" rpm, grades 9-12.
The importance of the application is being considered for the job interview.

Guidance Associates, *Job Hunting: Where to Begin,* 2 filmstrips, 1-12" rpm, grades 9-12.
Clarifies student understanding of employment sources. Explains the various types of employment agencies, role of the job counselor, civil service exams, how to answer want ads and handle job interview.

Guidance Associates, *Liking Your Job and Your Life,* 2 filmstrips, 1-12" rpm, grades 9-12.
Built around candid interviews with a black construction worker, a female factory worker a Spanish-American community worker, a self-employed radio/TV repairman.

Guidance Associates, *On the Job: Four Trainees,* 2 filmstrips, 1 - 12" rpm, grades 9-12.
Built around candid interviews and on-location photos, program sparks student identification with: a nurse's aide in an upgrading Licensed Practical Nurse program, a student in hotel management training, a gas utilities trainee learning on the job, an apprentice machinist undergoing formal factory training. Excellent discussion stimulant for distributive education programs and courses in secretarial skills and social studies on the high school and junior college level.

Guidance Associates, *The Paycheck Puzzle,* 2 filmstrips, 1-12" rpm, grades 9-12.
Teaching opportunities presented by the deductions on the paycheck.

Edu-Cast, *Preview Orientation to the World of Work Program,* 2 filmstrips, 1-12" rpm, grades 9-12.

Guidance Associates, *Testing: Its Place in Education Today.* 2 filmstrips, 1-12" rpm, grades 9-12.
Traces the historical development of standardized aptitude and achievement tests, explains their general objectives and purposes. Program then takes your students to Princeton, New Jersey, to see how the Educational Testing Service actually constructs an achievement test.

Guidance Associates, *Trouble at Work,* 4 filmstrips, 2-12" rpms, grades 9-12.
Realistic dramatizations explore conflict between the impatient apprentice and stern master mechanic; the family-burdened hospital worker and the supervisor faced with absenteeism; the mistake-prone salesgirl and her gruff, non-supportive boss; an ambitious filling-station worker and his unmotivated pal. A relevant and stimulating production for class or individual use in personal and vocational guidance.

Guidance Associates, *What You Should Know Before You Go To Work;* 2 filmstrips 1-12" rpm, grades 9-12.
Explores basic economic theory of labor; indicates what an employer expects of new employees; provides practical information on labor unions, disability insurance, health and safety habits, unions, taxes, minimum wage laws.

Guidance Associates, *Why Work at All*, 2 filmstrips, 1-12" rpm, grades 9-12.
Three young people discuss job "satisfaction," material rewards, personal growth; emphasize personal experiences. Cast: Tom, working class, money-oriented; Ed, black, into self-expression; Jane, exploring work's new meaning for women.

Guidance Associates, *Your Job Inteview*, 2 filmstrips, 1-12" rpm, grades 9-12
Shows how employers use the job interview to evaluate applicants. Suggests questions about fringe benefits, job functions, holiday and vacation pay policies, "union" and "open" shops, working conditions, overtime.

MULTI-MEDIA KITS

American College Testing Program, *The Assessment of Career Development.* Atlanta, Georgia, Houghton-Mifflin Co. c. 1974.

Kit with necessary handbooks and data tools for identifying students' career guidance needs and assessing the outcomes of career guidance programs.

American College Testing Program. *Career Planning Program - Grades 8-11.* An examination kit "Exploring you and your careers". Atlanta, Georgia. Houghton-Mifflin Co. c. 1974.

Kit contains handbook, users guide, student profile cards and handbook which are essential for this mini-course in career planning.

Anderson, Judith and Carole Long. *Focus on Self Development; Stage One: Awareness.* Chicago. Science Research Associates, Inc., 1970, (K-2) Five 36 frame-color FS, with cassettes or records; four 33 1/3 rpm story records or cassettes; twenty 17 x 22" photoboards (two sides).

Development of Awareness of self, others, and environment.

Anderson, Judith and Patricia Miner. *Focus on Self Development; Stage Two: Responding.* Chicago; Science Research Associates, Inc. 1970, (2-4) Six 36 frame-color FS with records or cassettes; four 33 1/3 rpm story records or cassettes; twenty photoboards (two sides).

Stories and activities encourage child's response to his personal, social, emotional and intellectual life.

Anderson, Judith and Melody Henner. *Focus on Self Development; Stage Three: Involvement.* Chicago. Science Research Associates, Inc. 1970 (4-6) Six 36 frame color FS with record or cassettes; four 33 1/3 rpm story records or cassettes; twenty photoboards (two sides).

Emphasizes involvement with self, others, and the environment.

Auburn University, *Career Education in Alabama,* 4 filmstrips, 4 cassette tapes with manuals for implementation of career education in grades K-12. Each manual describes units of study for that grade level. State Department of Education. 1974.

Career education in Alabama; K-6, career awareness; 7-9 career exploration; 10-12, entry level skill development; implementing career education elementary grades; implementing career education middle & junior high school; implementing career education high school; career education elementary K-6; career education middle & junior high 7-9; career education high school 10-12.

Belanger, Laurence L. *Occupational Exploration Kit.* Chicago; Science Research Associates, Inc. 1972 (9-12).

A systematic personilized approach to job investigation using the OccuScan coding device and student record books.

Blair, Margaret. *Environmental Control: Choosing Your Career.* United Feature Syndicate, Inc. c.1975.

Booklets and posters prepared for all students grades 7-12 toward broadening their career horizons of environmental occupations.

Blair, Margaret. *Health Work: Choosing Your Career.* United Feature Syndicate, Inc. c 1975.
Booklets and posters prepared for all students grades 7-12 toward broadening their career horizons of health careers.

Butterick. *Careers in the Food Industry.* Butterick Pub. Co. c. 1975.
Four color filmstrips and cassettes giving a first-hand realistic view of the food industry from grocery to consumer affairs, food distribution to food preparation.

Butterick, *Careers in Health.* Butterick Pub. Co. c.1975.
Students are introduced to the roles of specialists, therapists, counselors, hygienists, and sanitarians in the health occupations. Kit includes 4 color filmstrips with cassettes.

Butterick. *Careers in the Fashion Industry.* Butterick Pub. Co., c. 1975.
Eight color filmstrips with eight cassettes and teacher's guide designed to introduce students to the designing, producing and promoting of the selling of clothes.

Butterick. *Careers in Housing: The Interior.* Butterick Pub. Co. c 1975.
Four color and sound filmstrips and teacher's guide designed to introduce students to the broad areas of interior design, home furnishing, and related consumer services.

Career Planning Puzzle - Poster for Your Guidance Office. Houghton-Mifflin Co. Atlanta, Ga. c 1975.

Edgerton, A.H. *Career Information Kit.* Chicago: Science Research Associates, Inc., 1971 (9-12)
Library in metal file of 600 occupational briefs and literature to furnish comprehensive information (Individual titles may be borrowed from the Laboratory).

Health Careers Council of Alabama. *Health Careers in Alabama.* Alabama Health Careers Council Birmingham, Alabama, c 1974.
Reference Manual for counselors, posters, occupational briefs, filmstrip with cassette.

International Marketing Corporation. *Achievement Dynamics;* 8 cassette tapes, 15-30 min. each with study guide for instructor and student. 1972. (10-A)
Lessons include: your success formula; how to overcome failure; developing a positive self image; the power of attitudes; the power of goal-setting; planning; overcoming your fears; how to develop courage to act; how to motivate yourself; how to motivate others; the power of enthusiasm; how to become a creative thinker; decisions-how to make them; how to continue to grow; power of visualizations; power of affirmations.

International Marketing Corporation. *Youth Dynamics;* 1 filmstrip, 4 cassette tapes with six lessions, 150 flash cards; 12 wall posters instruction guide. c 1972. (K-6).
Designed to help each individual child find his best self and achieve at his highest level.

Krumboltz, John D. *Job Experience Kit.* Science Research Assoc., c 1972.
Variety of occupational levels and fields represented in work-simulation experiences in 20 occupations. Comprehensive user's guide on each occupation represented with 30 answer sheets and some minor tools.

Manpower and Natural Resources: Dimensions in Reading series kit. SRA Chicago. c 1973.

Supplementary reading program for grades 8-12. Designed to provide basic reading or special training for special students in natural history, geology, botany, zoology, meteorology, and mineralogy.

Mini Productions. *Career Cluster Study Prints.* Coraopolis Pa. c 1974.

Fifteen study prints for grades K-6 designed to provide a stimulus for group discussion and activities related to the world of work.

Phi Delta Kappa. *Project Discovery.* Bloomington Illinois, c 1973.

A sample kit of exploration packets, film, student booklets, designed to expose career opportunities, and work activities to special students.

Relevant Publications. *People Material.* Largo, Florida, c 1974.

Fourteen personal learning modules with content relevent to current social interests and experiences. High interest, low vocabulary controlled reading levels. Thirty booklets and cassettes for each module. Titles include: *How to get and hold a job; How to read a map; Making and keeping friends; Nutrition; Comparative shopping; Financing a car; Buying a used car; Selling an idea; Reaching the age of responsibility; Consumerism; How to handle money; Interest; You and the law; What you should know about insurance.*

Science Research Associates. *Career Guidance and Kuder Interest Inventory Kits.* SRA Chicago. Ill. c 1971.

Form A-Personal preference survey (high school-adult)
Form C-Vocational preference record (high school-adult)
Form E-General interest survey. (Grades 6-12)
Form DD-Occupational interest survey (Grades 11-12, college and adult)

SRA Guidance Staff. *Widening Occupational Roles Kit* (6-9) Chicago: Science Research Associates, Inc. 1972. 340 workbriefs Handbook of Job Facts, guidance booklet, student record books, 2 color filmstrips.

Use in social studies, English reading curricula to give student opportunity to explore areas of career opportunity. Expands knowledge of own abilities, interests, and need for various occupations.

Senesh, Lawrence. *Our Working World-The American Way of Life.* SRA Chicago, Ill. c. 1973

A basic social studies program for grade 5. Problem solving and decision making are stressed as necessary in today's world. Student text, teacher's resource guide and social science satellite kit are included.

Senesh, Lawrence. *Our Working World - Cities.* SRA Chicago, Ill. c 1973.

A basic social studies program for grade 3. Problem solving and decision making are stressed as necessary in today's world. Kit contains teacher's manual, student workbooks, 12 filmstrips, 6 records and script book.

Senesh, Lawrence. *Our Working World - Families.* SRA Chicago, C. 1973.

A basic social studies program for grade 1. Problem solving and decision making are stressed as necessary in today's world. Student text, 3 records and teacher's resource guide,

Senesh, Lawrence. *Our Working World - Neighborhoods.* Chicago, c 1973.
A basic social studies program for grade 2 providing the student with a realistic understanding of his world. 4 records, student text teacher's resource guide, and script book.

Senesh, Lawrence. *Our Working World - Regions of the United States.* SRA Chicago, c. 1973.
A basic social studies program for grade 4. Teachers resource guide, student problems booklets, and a social science satellite kit are included.

Senesh, Lawrence. *Our Working World - Regions of the World.* SRA, Chicago, Ill. c. 1973.
A basic social studies program for grade 6. Problem solving and decision making are stressed as necessary for today's world. Teacher's resource guide, student problems book and social science satellite kit are included.

Thorpe, Louis P., Charles Meyers, and Marcella Bonsall. *What I Like To Do* (4-7) Chicago. Science Research Associates, Inc., 1970.
Kit with easy-to-use student interest inventory sheets; hand scoring machine; profile folders of youngster's preferences in art, music, social studies, active play, quiet play, manual arts, home arts, and science.

SLIDES

United States Department of Labor, *Jobs for the 70's*. Superintendent of Documents U.S. Government Printing Office. Washington, 1971.
Forty full-color slides depicting America's job market for the 1970's.

Alabama Department of Education. *Agribusiness*. Agribusiness Service Division of Vocational Education and Community Colleges. Montgomery, Alabama 1970.
Eighty slides in full color describing Alabama's Agribusiness programs in the secondary schools.

Alabama Department of Education. *Exploratory Experiences for Disadvantaged, Handicapped and EMR Students in Alabama Schools*. Special Needs Service of Division of Vocational Education and Community Colleges. Montgomery Alabama, 1972-73.
Two hundred eighty slides in full-color of student activities.

Alabama Department of Education. *Professor Facts Looks at Academic Subjects Related to Careers*. Career Services Section Division of Vocational Education and Community Colleges, Montgomery, Alabama 1974.
Twelve full-color slides with script.

Decatur City Schools. *Career Education in Decatur, Alabama City Schools*. Vocational Department Austin High School Vocational Center. Decatur, Alabama 1974.
Forty-eight slides in full-color with cassette describing career education, community resources and vocational education in this North Alabama city.